

OCCUPATIONAL OUTLOOK REPORT

Bus Drivers ● Data Entry Keyers - Except Composing ● Data Processing Equipment Repairers

● Driver/Sales Workers ● Electrical and Electronic Engineers ● First Line Supervisors and

Managers/Supervisors - Transportation & Material Moving Machine/Vehicle Occupations ●

Fitness/Wellness Coordinators ● Food Service Managers ● Graphic Designers ● Home Health

Care Workers ● Instructors and Coaches - Sports and Physical Training ● Lodging Managers

● Marketing, Advertising, and Public Relations Managers ● Medical Assistants ● Network

Control Technicians ● Offset Lithographic Press Setters and Set-Up Operators ● Opticians -

Dispensing and Measuring ● Pharmacists ● Physical Therapists ● Plumbers, Pipefitters, and

Steamfitters ● Production, Planning, and Expediting Clerks ● Telemarketers, News and Street

Vendors, Telephone Solicitors, Door-To-Door Sales Workers and Related Workers ● Veterinarians

and Veterinary Inspectors ● Waiters and Waitresses ● Welders and Cutters

COUNTY OF SAN MATEO

1996

1996 Occupational Outlook

San Mateo County

A Product of:



Sponsored by:

*Private Industry Council of San Mateo County a part of the
Job Training & Economic Development Division (JTED)
California Employment Development Department
California Occupational Information Coordinating Committee*

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ACKNOWLEDGEMENTS

The Employers

Who took their valuable time to answer nearly 400 surveys.

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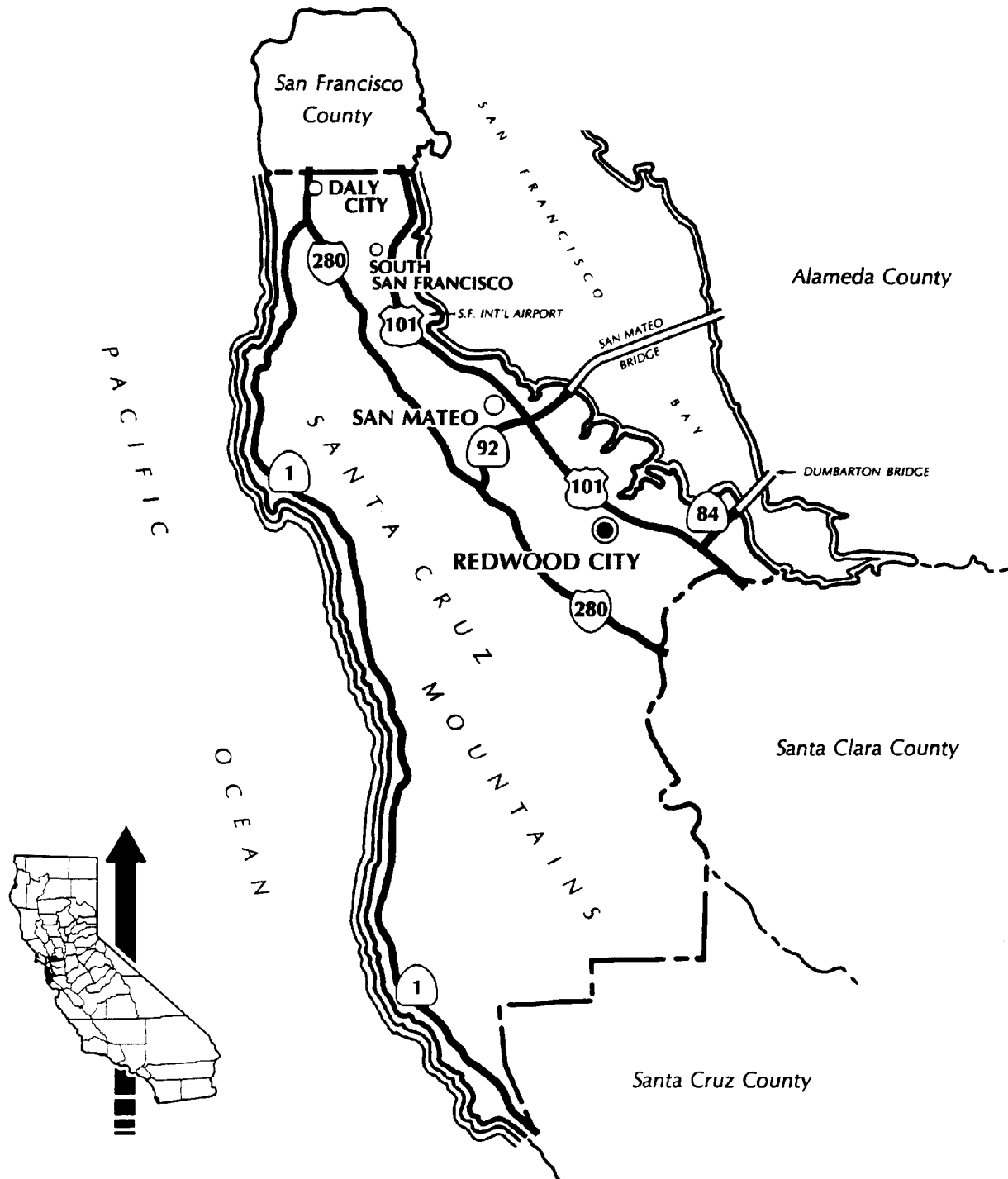
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Ruth Kavanagh, Labor Market Analyst for San Mateo County

Other Resources

Representatives of labor unions, training providers, schools and colleges, trade and professional associations, and state agencies who shared their expertise and provided us with additional occupational information.

SAN MATEO COUNTY



AREA PROFILE

SAN MATEO COUNTY

The County of San Mateo is located on a mountainous peninsula in Northern California. It is bordered on the west by the Pacific Ocean and on the east by the San Francisco Bay. San Francisco County lies to the north and Santa Clara and Santa Cruz counties to the south. The maritime climate provides year-round cool temperatures, with morning and evening fog common in the western part of the county. At 449 square miles, over 680,000 residents and over a quarter-million housing units, the county has an overall population density of about 1,500 persons per square mile. However, the coastal mountain range bisects the county, limiting the western side to such rural uses as agriculture, game preserve, watershed, parks, and undeveloped lands. In addition, some restricted coastal developments, including the cities of Daly City and Pacifica, are located on the west coast. In contrast, the eastern side of the county is densely-populated low land fronting San Francisco Bay making up the middle of a continuous urban area stretching from San Jose (Santa Clara County) in the south to San Francisco in the north. The eastern half contains the major transportation arteries and facilities: U.S. Highway 101, Interstate 280, the San Mateo and Dumbarton Bridges, San Francisco International Airport and the deepwater port of Redwood City. Local transportation is also provided by passenger railroad and county bus service.

About 200,000 of San Mateo's labor force work in the county; the remaining 150,000 commute to neighboring counties. In addition to the residents, the county imports almost 100,000 workers to supply labor for approximately 290,000 wage and salary jobs. Two-thirds of these jobs are concentrated in the services, retail and wholesale trade, and transportation sectors. Many of San Mateo's jobs were developed to support San Francisco's tourism, corporate headquarters and international trade, and the Silicon Valley electronics manufacturing area of Santa Clara County. Millions of people enter the county through San Francisco International Airport en route to these two destinations.

San Mateo, San Francisco, and Marin Counties comprise the San Francisco Primary Metropolitan Statistical Area (PMSA).

San Mateo County's population and economy have changed significantly over the past twenty years and will continue to undergo dynamic changes in the future. The economy has shifted in emphasis from its traditional strengths in manufacturing and construction to a greater dependency upon services and trade. These economic changes have had a significant impact upon the types of jobs available in San Mateo County and the skills needed to obtain employment. The shift to a service-oriented, ***"information based"*** economy has increased the requirement for good communication, interpersonal, and problem solving skills among new entrants to the labor force. These new workers must be prepared to work in occupations that require the ability to adapt to changing skill requirements and job demands.

These economic and labor market changes create the need for ongoing analysis of the growth or decline of employment in different occupations, the changing skill requirements of employers, and the training and work experience required for employment. The California Cooperative Occupational Information System (CCOIS) was designed to provide this ongoing analysis of the San Mateo County labor market and present it in a format that is most useful to a variety of users.

This report is divided into several parts:

INTRODUCTION	Provides an overview of the study.
BACKGROUND	Provides the evolution of labor market information in San Mateo County.
PROGRAM METHODOLOGY	Provides information on the 10 major phases on how the research was done.
EASY REFERENCE GUIDE TO THE OCCUPATIONAL SUMMARIES	Provides information on terminology definitions that are essential for the reader to understand the Occupational Summaries.
QUICK REFERENCE	Provides summary data of current and previously studied occupations
OCCUPATIONAL SUMMARIES	Provides detailed information on the 25 occupations studied in 1996 . A wealth of information ranging from skills, training and education levels required, to wages and benefits paid, can be found in this section for a variety of occupations.
APPENDIX	Provides a list of over 190 occupations which have been previously studied in San Mateo County (1988-1995). This list does not include occupations which were studied in 1996. Also in this section is a copy of the survey questionnaire that was used.

We have arranged the format in a way that is easy to understand and use. However, the reader is ***urged to review the introductory sections carefully*** as it is important to develop a familiarity with the terminology and coding systems utilized in this report if the reader is to make best use of the information presented.

TABLE OF CONTENTS

Introduction

Background

Program Methodology

Easy Reference Guide To The Occupational Summaries

Quick Reference

Occupational Summaries

Bus Drivers

Data Entry Keyers - Except Composing

Data Processing Equipment Repairers

Driver/Sales Workers

Electrical and Electronic Engineers

First Line Supervisors and Managers/Supervisors - Transportation & Material

Moving Machine/Vehicle Occupations

Fitness/Wellness Coordinators

Food Service Managers

Graphic Designers

Home Health Care Workers

Instructors and Coaches - Sports and Physical Training

Lodging Managers

Marketing, Advertising, and Public Relations Managers

Medical Assistants

Network Control Technicians

Offset Lithographic Press Setters and Set-Up Operators

Opticians - Dispensing and Measuring

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Physical Therapists

Plumbers, Pipefitters, and Steamfitters

Production, Planning, and Expediting Clerks

Telemarketers, News and Street Vendors, Telephone Solicitors, Door-To-Door

Sales Workers and Related Workers

Veterinarians and Veterinary Inspectors

Waiters and Waitresses

Welders and Cutters

Appendix

Sample Questionnaire

Previously Studied Occupations

I N T R O D U C T I O N

This ***1996 OCCUPATIONAL OUTLOOK*** for San Mateo County, is the official local report of the California Cooperative Occupational Information System (**CCOIS**). The CCOIS is funded and administered by the State of California Employment Development Department (**EDD**), Labor Market Information Division (**LMID**) and the California Occupational Information Coordinating Committee (**COICC**). It is locally implemented by the Private Industry Council (**PIC**) of San Mateo County a part of the Job Training and Economic Development Division (**JTED**). The CCOIS was formerly called the State/Local Cooperative Labor Market Information (**LMI**) Program. This program operates statewide to provide occupational information on jobs at the local level. The data is collected and analyzed under the EDD established standards to foster uniformity of data throughout the state.

The information in this report has been gathered, analyzed and distributed with the intention of being used by a variety of organizations and individuals for a wide range of purposes. The six major uses of the CCOIS report are listed below.



HUMAN RESOURCE MANAGEMENT

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.



CAREER DECISIONS

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, degree of labor market demand, different work patterns and major sources of employment.



PROGRAM MARKETING

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.



PROGRAM PLANNING

This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve, and eliminate programs, or to plan new programs.



ECONOMIC DEVELOPMENT

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size and projected job growth rates and wages useful in determining the potential for business growth and development in San Mateo County.



CURRICULUM DESIGN

Training providers can use information about employer's requirements regarding the type of skills training they expect new employees to receive from vocational training programs.

B A C K G R O U N D

Historically, collecting and distributing labor market information was the sole responsibility of the regional Employment Development Department (**EDD**) offices. With the inception of the State/Local Cooperative Labor Market Information (**LMI**) Program in 1986, it was shifted to the local level. Thus, a partnership was formed between the County of San Mateo Job Training and Economic Development Division (**JTED**) and the California Employment Development Department Labor Market Information Division (**LMID**).

There were two primary factors that led to the development of this partnership. The first was the need to provide more data in a cost effective and non-duplicative manner. The demand for labor market information had increased at the same time that government resources were dwindling. The fact that the roles of State and local agencies were clearly defined, coupled with the use of automated systems and standardized procedures, led to a coordinated collection of labor market information, avoiding duplication of efforts.

The second factor contributing to the formation of the partnership was the desire to better meet the varied needs of local users and to distribute the information more effectively. An Advisory Group comprised of representatives of the various members of the employment, training and private sector communities provided the rationale for selecting the occupations to be studied. As the program has evolved, the importance of local participation in the occupation selection process and recognition of what kinds of information are useful to the local users, has increased users confidence in the data collected and subsequently ensured wider distribution and use of the information.

In 1986, San Mateo County was selected as a pilot site for the CCOIS Program and has been a local partner ever since, gathering information on the skills, training and education levels required for entry level jobs, wage ranges and the degree of difficulty employers encountered in finding both inexperienced and experienced applicants for approximately 25 specific occupations each year.



A SPECIAL MESSAGE FOR READERS AND USERS



The County of San Mateo Job Training and Economic Development Division (JTED) and the State of California Employment Development Department-Labor Market Information Division (LMID) have made a substantial effort to ensure the accuracy of the information contained in this report. We are committed to high standards of research and to high quality labor market information for local users. However, the data is collected by survey from local employers and training providers and no attempt is made to verify the accuracy of data that is supplied. Labor market information research is also not a precise science and may be impacted by a variety of factors in a short period of time. The data must be viewed like a photograph which captures one view of reality at a specific point in time. Therefore, the data should be used with care.

While recognizing the above stated limitations, we encourage you to approach the data with confidence due to the commitment to quality and years of research experience that are provided by the local and state CCOIS staff.

Any questions regarding the data contained in this report or recognition of errors or omissions should be brought to the attention of the JTED LMI Unit at (415) 802-5194.

PROGRAM

METHODOLOGY

#1 OCCUPATIONAL PROJECTIONS

EDD supplied JTED with Occupational Forecast Tables. These tables included the 1992 estimated size, 7 year projected growth and major employing industries.

#2 OCCUPATIONAL SELECTION

An advisory group selected the occupations to be studied. Based on input from the Advisory Group, occupations are dropped and others are added to the final list of occupations to be studied.

#3 QUESTIONNAIRE DESIGN

Separate questionnaires are developed for each of the occupations. EDD produces a framework of employer questions. Most questions are asked for all occupations and some are only asked for a given occupation. Local questions are developed by JTED staff and added to each questionnaire, when appropriate.

#4 SAMPLE SELECTION

An automated sample of names and local addresses was produced. The sample list was representative of all the firms which employ workers in a specific occupation.

#5 SURVEY OPERATION

Employers from the automated sample were asked to complete the survey questionnaire by phone, FAX or mail. Surveys were coded for data entry.

#6 DATA ENTRY

The data from the questionnaires was entered into a data management system supplied by EDD.

#7 DATA TABULATION

JTED tabulated the survey responses in a series of information tables that were then used for analysis and report writing.

#8 WRITTEN ANALYSIS

JTED analyzed the summarized tables data and produced a final draft report for EDD to review.

#9 REVIEW FOR ACCURACY

EDD reviewed the report for accuracy and quality. Once approved, JTED was given permission to publish the report.

#10 PUBLICATION & DISTRIBUTION OF THE REPORT

The responsibility of disseminating this information is shared by EDD and JTED. JTED publishes and distributes the results. EDD incorporates parts of the report into their Occupational Guides and Projections and Planning Information reports (available for a fee through EDD/LMID offices in Sacramento).

EASY REFERENCE GUIDE TO THE OCCUPATIONAL SUMMARIES

OCCUPATIONAL TITLE [CLASSIFICATION SYSTEM]

The occupational titles and definitions are taken directly from the Occupational Employment Statistics (OES) or the Dictionary of Occupational Titles (DOT) occupational classification system. The DOT uses a more detailed classification system than does the OES system. However, each OES defined occupation can be matched to a number of related DOT defined occupations by using the OES to DOT Conversion Table (available from EDD/LMID).

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

EDD/LMID provided a skills list for each occupation. These skills were rated by employers according to their importance for job entry on a four point scale with 0 being "Not Important" and 3 being "Very Important". Only responses that had a rating of 2 or greater are listed here for the following categories: **Technical Skills, Physical Abilities, Personal or Other Skills, Basic Skills.**

The reader should realize that although these skills have been designated as being of limited importance, some employers look for new employees with skills listed in this category. These limited skills may be necessary for a particular specialization in the occupation or may help the job seeker to be more competitive.

TRAINING, EDUCATION & EXPERIENCE

Employers were asked what level of education and training most of the recently hired employees had. Education refers to academic education such as that provided in high schools, community colleges and universities. Training generally refers to vocational training such as Regional Occupational Programs (ROPs), adult education, private vocational schools, state approved apprenticeship programs and community college vocational training programs. The amount of experience required by employers is stated in this section. If training is an acceptable substitute for work experience, that is also noted.

When reference is made to Most, Many, or Some, the following definitions apply:

"Most employers" = 51% or more

"Many employers" = 36% to 50%

"Some employers" = 10% to 35%

SUPPLY & DEMAND ASSESSMENT

Supply & Demand refers to the relative difficulty that surveyed employers experience in finding both inexperienced and experienced workers who meet their hiring standards. The following terms are used in assessing employee outlook (supply) and employer hiring (demand): **Very Difficult:** Employer demand is considerably greater than supply of qualified applicants, **outlook very good.** **Somewhat Difficult:** The employer demand for and supply of qualified applicants are generally in balance, **outlook good.** **A Little Difficult:** The supply of qualified workers is somewhat larger than the demand for qualified applicants, **outlook competitive.** **Not Difficult:** The supply of qualified applicants is considerably greater than the demand, **outlook very competitive.**

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation size:** The size of an occupation is determined by the estimated total number of employees in an occupation. For San Mateo County the following scale is used to designate occupational size by number of employees. **Small:** 468 or less, **Medium:** 469-908, **Large:** 909-1933 and **Very Large:** 1934 or more.
- ▶ **Projected new jobs:** This section presents the number of job opportunities resulting from the creation of new jobs.
- ▶ **Openings due to separations:** This section shows job opportunities that are created by workers leaving the occupation.

- ▶ **Occupational growth:** San Mateo County's overall average growth rate for the period of 1992-1998 is 6.9% as projected by EDD/LMID's Projections of Employment. These rates take into account such factors as separations from the labor market, turnover and job growth. The following is the scale that is used for this section: **Much faster than average:** 10.4% or above, **Faster than average:** 7.6% - 10.3%, **Average:** 6.3% - 7.5%, **Slower than average:** 0.1% - 6.2%, **Stable:** 0% and **Decline:** Negative percentage.

🔊 WHERE THE JOBS ARE

This section identifies the major sources of employment for the occupation, ranked by total percentage of the occupation's employment. The industry titles are from the Standard Industrial Classification (SIC) as used in the 1992-1998 Occupational Forecast Tables supplied by EDD/LMID.

🔊 HOURLY WAGES: LOW, HIGH & MEDIAN (WINTER 1996/97)

The season and year the data were collected are noted in parentheses. Wages were collected after the Federal minimum wage increase of October 1, 1996. The wages are reported on an hourly basis in most instances. Extreme wage responses, not representative of most employers, are omitted. The wages reported are representative of the employers surveyed. When more than 20% of the employees are unionized the wages are broken out for both union and non-union. Non-union wages are rounded off to the nearest \$0.25 while the union wages are the exact salaries reported. The median wages are not rounded off. Wage data results, including the range and the median, are reported for three occupational levels, defined as follows, where applicable:

- ▶ **New Hires, No Experience:** Persons trained or otherwise qualified, but without any paid experience in the occupation.
- ▶ **New Hires, Experienced:** Experienced persons, or persons at the journey level (if applicable), but just starting with the firm.
- ▶ **Three Years With Firm:** Persons at the journey level (if applicable) or 3 years of experience with the same employer in the occupation.

🔊 WORK PATTERNS

This section provides the average hourly workweek and opportunities for full-time and part-time (if applicable) work.

🔊 HIRING PRACTICES

This section provides the hiring practices selected as a primary means by local employers. Percentages only represent responses from surveyed employers.

🔊 FRINGE BENEFITS

The types of fringe benefits employers provided to their employees in the occupation are presented. The percentage of employers offering each type of benefit to full-time and part-time workers are also presented.

🔊 ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** When one exists for an occupation, a California Occupational Guide number is identified for further research. When there is no Guide number available, "Not available" is noted here. EDD prepares these guides.
- ▶ **Number of firms:** This number indicates how many firms were surveyed for this occupation.
- ▶ **Unionization:** This section provides the degree of unionization based on the percent of employees that were unionized. **Low** = 0% - 24%, **Medium** = 25% - 49%, **High** = 50% or more.
- ▶ **Career ladder:** The narration show possible promotional opportunities. Promotional opportunities may require additional training, education and/or certification/registration or licensing. When available or applicable, this information is also noted. Information from this section is extracted from both the survey and the California Occupational Guides as well as the Occupational Outlook Handbook.

Q U I C K R E F E R E N C E

Wage and Supply/Demand data are based on the survey year for each occupation, while Occupational Size and Employment Trends are based on current EDD Projections. When no information is available, N/A is noted.

QUICK REFERENCE

Occupation, Year Surveyed, Size and Growth Trend	Hourly Wage Range (Last Year Surveyed)	Supply/Demand Assessment (Year Surveyed)
ACCOUNTANTS AND AUDITORS, 1992 Size of Occupation: Very Large Employment Trend: 👍👍	New Hires, No Experience: \$6.50 - 19.00 New Hires, Experience: \$8.00 - 32.75 Three Years With Firm: \$9.00 - 48.50	✓✓✓ ✓✓
ADJUSTMENT CLERKS, 1993 Size of Occupation: Large Employment Trend: 👍👍	New Hires, No Experience: \$4.25 - 12.50 New Hires, Experience: \$5.25 - 12.50 Three Years With Firm: \$6.00 - 13.25	✓✓✓✓ ✓✓✓
ADMINISTRATIVE SERVICES MANAGERS, 1994 Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$11.00 - 18.25 New Hires, Experience: \$12.00 - 30.00 Three Years With Firm: \$15.50 - 36.00	✓✓✓ ✓✓✓✓
AIRCRAFT MECHANICS (TECHNICIAN), 1990 Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$6.00 - 15.00 New Hires, Experience: \$9.00 - 15.50 Three Years With Firm: \$14.50 - 18.00	✓✓ N/A
ANIMAL CARETAKERS-EXCEPT FARM, 1993 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$4.25 - 10.00 New Hires, Experience: \$5.00 - 11.50 Three Years With Firm: \$6.00 - 15.00	✓✓✓ ✓✓
APPRAISERS-REAL ESTATE, 1993 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$12.00 - 15.50 New Hires, Experience: \$14.00 - 17.50 Three Years With Firm: \$16.75 - 24.25	✓✓✓ ✓✓✓
ARTISTS AND RELATED WORKERS, 1991 Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: \$7.00 - 15.50 New Hires, Experience: \$7.00 - 15.50 Three Years With Firm: \$12.00 - 20.00	✓✓✓ ✓

QUICK REFERENCE

ASBESTOS REMOVERS, 1992 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: N/A New Hires, Experience: \$8.00 - 12.50 Three Years With Firm: \$12.00 - 17.00	N/A N/A
AUTOMOTIVE MECHANICS, 1991 Size of Occupation: Large Employment Trend: 👍	New Hires, No Experience: \$8.00 - 10.00 New Hires, Experience: \$10.00 - 16.00 Three Years With Firm: \$14.00 - 20.00	✓✓✓ ✓
AUTOMOTIVE BODY AND RELATED REPAIRERS, 1987, 1992, 1994 Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$5.00 - 12.00 New Hires, Experience: \$8.00 - 21.57 Three Years With Firm: \$15.00 - 25.75	✓✓ ✓✓
BAKERS-BREAD AND PASTRY, 1990 Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: \$4.25 - 6.00 New Hires, Experience: \$4.75 - 8.50 Three Years With Firm: \$6.50 - 13.00	✓✓ ✓
BILL AND ACCOUNT COLLECTORS, 1990 Size of Occupation: Medium Employment Trend: 👍👍👍	New Hires, No Experience: \$5.25 - 10.50 New Hires, Experience: \$6.50 - 13.25 Three Years With Firm: \$7.00 - 15.75	✓✓✓ ✓✓
BILLING, COST, AND RATE CLERKS, 1991 Size of Occupation: Large Employment Trend: 👍	New Hires, No Experience: \$6.00 - 11.50 New Hires, Experience: \$7.00 - 13.50 Three Years With Firm: N/A	✓✓✓ ✓✓

Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

<u>EMPLOYMENT TRENDS</u>	<u>SIZE OF OCCUPATION</u>
Much faster than average = 👍👍👍	Small = 468 or less
Faster than average = 👍👍	Medium = 469 - 908
Average = 👍	Large = 909 - 1933
Slower than average = 👎	Very Large = 1934 or more
Stable = 🤖	
Decline = 📉	
N/A = Not Available	

Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

<u>SUPPLY</u>		<u>DEMAND</u>
Very Difficult	-----✓-----	Very Good
Somewhat Difficult	-----✓✓-----	Good
A Little Difficult	-----✓✓✓-----	Competitive
Not Difficult	-----✓✓✓✓-----	Very Competitive
N/A = Not Available		

QUICK REFERENCE

BINDERY MACHINE OPERATORS, 1995 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$5.00 - 9.00 New Hires, Experience: \$6.00 - 22.00 Three Years With Firm: \$9.00 - 24.00	✓✓✓ ✓✓✓
BIO-TECHNOLOGY RESEARCH ASSISTANTS, 1995 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$5.75 - 14.00 New Hires, Experience: \$8.75 - 17.75 Three Years With Firm: \$11.50 - 31.25	✓✓✓ ✓✓✓
BIOLOGICAL, AGRICULTURAL, AND FOOD TECHNICIANS AND TECHNOLOGISTS-EXCEPT HEALTH, 1993 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$9.00 - 15.00 New Hires, Experience: \$11.00 - 16.00 Three Years With Firm: \$12.00 - 19.75	✓✓✓ ✓✓
BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS, 1991, 1995 Size of Occupation: Very Large Employment Trend: 👍	New Hires, No Experience: \$7.00 - 14.50 New Hires, Experience: \$9.75 - 16.75 Three Years With Firm: \$10.00 - 19.25	✓✓✓ ✓✓✓
BRICK MASONS, 1995 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$9.00 - 10.34 New Hires, Experience: \$12.00 - 30.00 Three Years With Firm: \$20.00 - 38.00	✓✓✓ ✓✓
BROKERAGE CLERKS, 1992 Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$8.75 - 11.75 New Hires, Experience: \$8.75 - 19.50 Three Years With Firm: \$10.50 - 21.50	✓✓ ✓✓
BUS DRIVERS, 1990, 1996 Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$5.00 - 10.25 New Hires, Experience: \$6.90 - 14.00 Three Years With Firm: \$6.90 - 18.00	✓✓ ✓✓

QUICK REFERENCE

BUS AND TRUCK MECHANICS, AND DIESEL ENGINE SPECIALISTS, 1989, 1994 Size of Occupation: Small Employment Trend: 👍👍	New Hires, No Experience: \$12.00 - 17.50 New Hires, Experience: \$12.00 - 19.50 Three Years With Firm: \$15.00 - 21.50	✓✓✓ ✓✓✓
BUTCHERS AND MEAT CUTTERS, 1989 Size of Occupation: Medium Employment Trend: 🖐️	New Hires, No Experience: \$6.00 - 10.00 New Hires, Experience: \$9.00 - 13.50 Three Years With Firm: \$10.00 - 17.00	✓✓✓ ✓✓✓
CARPENTERS, 1990 Size of Occupation: Large Employment Trend: 👍👍	New Hires, No Experience: \$9.00 - 18.00 New Hires, Experience: \$10.00 - 20.00 Three Years With Firm: \$14.00 - 23.00	✓✓✓ ✓✓
CARPET CUTTERS, DIAGRAMMERS, AND SEAMERS, 1992 Size of Occupation: Medium Employment Trend: 👍👍👍	New Hires, No Experience: N/A New Hires, Experience: \$6.00 - 36.25 Three Years With Firm: \$7.75 - 60.00	N/A ✓✓
CARPET INSTALLERS, 1992 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$8.50 - 8.50 New Hires, Experience: \$8.75 - 50.00 Three Years With Firm: \$14.50 - 100.00	✓✓✓✓ ✓✓

Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

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N/A = Not Available		

QUICK REFERENCE

CASHIERS, 1988, 1992, 1995 Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$4.25 - 10.00 New Hires, Experience: \$5.00 - 12.00 Three Years With Firm: \$6.00 - 15.84	✓✓✓ ✓✓✓
CENTRAL OFFICE AND PBX INSTALLERS AND REPAIRERS, 1992 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$6.50 - 10.00 New Hires, Experience: \$6.50 - 16.25 Three Years With Firm: \$7.50 - 18.00	✓✓✓ ✓✓
CHILD CARE WORKERS, 1992 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$4.25 - 7.00 New Hires, Experience: \$4.50 - 12.75 Three Years With Firm: \$4.75 - 14.75	✓✓✓✓ ✓✓✓
COMPUTER ENGINEERS, 1994 Size of Occupation: Medium Employment Trend: 👍👍👍👍	New Hires, No Experience: \$14.50 - 20.00 New Hires, Experience: \$15.00 - 40.00 Three Years With Firm: \$19.50 - 50.00	✓✓ ✓✓✓
COMPUTER OPERATORS, 1987, 1992 Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$6.75 - 11.75 New Hires, Experience: \$7.50 - 14.50 Three Years With Firm: \$7.50 - 18.50	✓✓✓ ✓✓
COMPUTER PROGRAMMERS, 1990 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$9.25 - 14.50 New Hires, Experience: \$11.25 - 26.75 Three Years With Firm: \$12.25 - 38.75	N/A ✓✓
CONCRETE AND TERRAZZO FINISHERS, 1993 Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$10.00 - 20.00 New Hires, Experience: \$10.00 - 23.25 Three Years With Firm: \$15.00 - 27.50	✓✓✓ ✓✓✓
COOKS-INSTITUTION OR CAFETERIA, 1992 Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$4.25 - 8.25 New Hires, Experience: \$5.25 - 11.50 Three Years With Firm: \$5.75 - 12.50	✓✓✓ ✓✓

QUICK REFERENCE

COOKS-RESTAURANT, 1995 Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$5.00 - 12.00 New Hires, Experience: \$5.00 - 12.50 Three Years With Firm: \$7.00 - 15.00	✓✓✓ ✓✓
COOKS, SPECIALTY FAST FOOD, 1991 Size of Occupation: Large Employment Trend: 🖐️	New Hires, No Experience: N/A New Hires, Experience: \$4.25 - 5.50 Three Years With Firm: \$5.00 - 8.00	✓✓✓ ✓✓
COOKS, SHORT ORDER, 1988 Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$4.25 - 5.50 New Hires, Experience: \$4.25 - 5.50 Three Years With Firm: \$5.00 - 8.00	✓✓✓ ✓✓
COST ESTIMATORS, 1990, 1994 Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$6.00 - 14.50 New Hires, Experience: \$9.00 - 26.75 Three Years With Firm: \$12.00 - 29.00	✓✓✓ ✓✓
COUNTER AND RENTAL CLERKS, 1990 Size of Occupation: Large Employment Trend: 👍	New Hires, No Experience: \$5.00 - 7.50 New Hires, Experience: \$6.00 - 8.00 Three Years With Firm: \$7.00 - 10.25	✓✓✓ ✓

Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

<u>EMPLOYMENT TRENDS</u>	<u>SIZE OF OCCUPATION</u>
Much faster than average = 👍👍👍	Small = 468 or less
Faster than average = 👍👍	Medium = 469 - 908
Average = 👍	Large = 909 - 1933
Slower than average = 🖐️	Very Large = 1934 or more
Stable = 🙋	
Decline = 🙋	
N/A = Not Available	

Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

<u>SUPPLY</u>		<u>DEMAND</u>
Very Difficult	-----✓-----	Very Good
Somewhat Difficult	-----✓✓-----	Good
A Little Difficult	-----✓✓✓-----	Competitive
Not Difficult	-----✓✓✓✓-----	Very Competitive
N/A = Not Available		

QUICK REFERENCE

CREDIT ANALYSTS, 1993 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$7.50 - 16.25 New Hires, Experience: \$11.00 - 17.50 Three Years With Firm: \$12.50 - 19.75	✓✓✓ ✓✓
CUSTOMER SERVICE REPRESENTATIVES-UTILITIES, 1991 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$6.50 - 10.75 New Hires, Experience: \$7.00 - 11.00 Three Years With Firm: \$9.00 - 13.00	✓✓✓✓ ✓✓
DATA ENTRY KEYERS-EXCEPT COMPOSING, 1991, 1996 Size of Occupation: Large Employment Trend: 🖐️🖐️🖐️	New Hires, No Experience: \$7.00 - 11.50 New Hires, Experience: \$9.00 - 13.50 Three Years With Firm: \$10.00 - 25.75	✓✓ ✓✓
DATA PROCESSING EQUIPMENT REPAIRERS, 1989, 1996 Size of Occupation: Small Employment Trend: 🖐️🖐️🖐️🖐️	New Hires, No Experience: \$6.00 - 16.00 New Hires, Experience: \$8.00 - 19.25 Three Years With Firm: \$10.25 - 24.00	✓✓ ✓✓
DENTAL ASSISTANTS, 1988, 1992, 1995 Size of Occupation: Medium Employment Trend: 🖐️🖐️🖐️	New Hires, No Experience: \$8.00 - 18.00 New Hires, Experience: \$10.00 - 21.50 Three Years With Firm: \$11.50 - 23.25	✓✓ ✓✓
DENTAL HYGIENISTS, 1990, 1993 Size of Occupation: Small Employment Trend: 🖐️🖐️🖐️🖐️	New Hires, No Experience: \$200.00-260.00/day New Hires, Experience: \$200.00-270.00/day Three Years With Firm: \$235.00-300.00/day <small>(Most pay by the day)</small>	✓✓✓ ✓✓
DENTAL LABORATORY TECHNICIANS - PRECISION, 1995 Size of Occupation: Small Employment Trend: 🖐️🖐️	New Hires, No Experience: \$4.50 - 8.00 New Hires, Experience: \$6.00 - 14.00 Three Years With Firm: \$9.25 - 20.00	✓✓ ✓✓
DESK-TOP PUBLISHERS (COMPUTER GRAPHICS), 1993 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$5.25 - 15.00 New Hires, Experience: \$7.00 - 20.00 Three Years With Firm: \$10.00 - 30.00	✓✓✓ ✓✓✓

QUICK REFERENCE

DINING ROOM AND CAFETERIA ATTENDANTS AND BARTENDER HELPERS, 1991 Size of Occupation: Large Employment Trend: 👍	New Hires, No Experience: \$4.25 - 5.00 New Hires, Experience: \$4.25 - 5.00 Three Years With Firm: \$4.25 - 6.00	✓✓✓✓ ✓✓
DISPATCHERS-POLICE, FIRE, AND AMBULANCE, 1989 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$12.00 - 16.50 New Hires, Experience: \$12.25 - 16.75 Three Years With Firm: \$13.00 - 16.75	✓✓ ✓
DISPATCHERS-EXCLUDING POLICE, FIRE, AND AMBULANCE, 1994 Size of Occupation: Medium Employment Trend: 👍👍👍	New Hires, No Experience: \$5.50 - 20.00 New Hires, Experience: \$6.00 - 22.50 Three Years With Firm: \$6.50 - 25.75	✓✓ ✓✓✓
DRAFTERS, 1989, 1991 Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$7.00 - 11.25 New Hires, Experience: \$8.50 - 14.00 Three Years With Firm: \$12.00 - 16.50	✓✓✓ ✓✓
DRIVER/SALES WORKERS, 1996 Size of Occupation: Medium Employment Trend: 👍👍👍	New Hires, No Experience: \$5.00 - 14.23 New Hires, Experience: \$7.00 - 16.75 Three Years With Firm: \$8.00 - 21.50	✓✓ ✓✓

Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

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Stable = 🖐️	
Decline = 📉	
N/A = Not Available	

Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

<u>SUPPLY</u>		<u>DEMAND</u>
Very Difficult	-----✓-----	Very Good
Somewhat Difficult	-----✓✓-----	Good
A Little Difficult	-----✓✓✓-----	Competitive
Not Difficult	-----✓✓✓✓-----	Very Competitive
N/A = Not Available		

QUICK REFERENCE

ELECTRICAL AND ELECTRONIC ENGINEERS, 1996 Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$7.00 - 23.00 New Hires, Experience: \$9.00 - 32.75 Three Years With Firm: \$12.75 - 48.00	✓✓ ✓✓
ELECTRICAL AND ELECTRONIC ENGINEERING TECHNICIANS AND TECHNOLOGISTS, 1991 Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$10.00 - 25.00 New Hires, Experience: \$12.00 - 35.00 Three Years With Firm: \$13.00 - 35.00	✓✓✓✓ ✓✓✓✓
ELECTRICIANS, 1992 Size of Occupation: Medium Employment Trend: 🖐️	New Hires, No Experience: N/A New Hires, Experience: \$15.00 - 19.50 Three Years With Firm: \$17.00 - 29.00	N/A ✓✓✓
ELECTROENCEPHALOGRAPH TECHNICIANS AND TECHNOLOGISTS, 1992 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: N/A New Hires, Experience: \$12.00 - 15.00 Three Years With Firm: \$13.50 - 18.00	N/A ✓
ELECTRONIC HOME ENTERTAINMENT EQUIPMENT REPAIRERS, 1991 Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: \$5.00 - 8.00 New Hires, Experience: \$6.00 - 12.00 Three Years With Firm: \$10.00 - 15.00	✓✓✓ ✓
ELEVATOR INSTALLERS AND REPAIRERS, 1994 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$17.50 - 18.25 New Hires, Experience: \$25.00 - 36.75 Three Years With Firm: \$35.75 - 36.75	✓✓✓ ✓✓
EMERGENCY MEDICAL TECHNICIANS-1, 1991 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$6.75 - 9.00 New Hires, Experience: \$6.75 - 9.00 Three Years With Firm: \$7.75 - 10.00	✓✓✓ ✓✓
EMERGENCY MEDICAL TECHNICIANS-PARAMEDIC, 1991 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$11.00 - 13.50 New Hires, Experience: \$11.00 - 13.50 Three Years With Firm: \$12.00 - 14.75	✓✓✓✓ ✓✓✓✓

QUICK REFERENCE

FILE CLERKS, 1991 Size of Occupation: Medium Employment Trend: 👍👍	New Hires, No Experience: \$6.00 - 8.00 New Hires, Experience: \$6.25 - 9.00 Three Years With Firm: \$8.25 - 11.00	✓✓✓ ✓✓
FIRST LINE SUPERVISORS AND MANAGERS/SUPERVISORS - TRANSPORTATION & MATERIAL MOVING MACHINE/VEHICLE OCCUPATIONS, 1996 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$5.75 - 19.25 New Hires, Experience: \$11.50 - 24.00 Three Years With Firm: \$15.00 - 28.75	✓✓ ✓✓
FITNESS/WELLNESS COORDINATORS, 1996 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$7.75 - 23.00 New Hires, Experience: \$11.50 - 28.75 Three Years With Firm: \$11.50 - 31.25	✓✓✓ ✓✓✓
FOOD PREPARATION WORKERS, 1991, 1995 Size of Occupation: Very Large Employment Trend: 👍	New Hires, No Experience: \$4.25 - 10.26 New Hires, Experience: \$5.00 - 10.26 Three Years With Firm: \$6.00 - 14.00	✓✓✓ ✓✓✓
FOOD SERVICE MANAGERS, 1996 Size of Occupation: Medium Employment Trend: 👍👍👍👍	New Hires, No Experience: \$5.75 - 12.50 New Hires, Experience: \$9.50 - 19.25 Three Years With Firm: \$11.25 - 28.75	✓✓ ✓✓

Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)





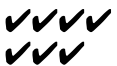









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Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

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Very Difficult	-----✓-----	Very Good
Somewhat Difficult	-----✓✓-----	Good
A Little Difficult	-----✓✓✓-----	Competitive
Not Difficult	-----✓✓✓✓-----	Very Competitive
N/A = Not Available		

QUICK REFERENCE

FOREIGN CLERKS (IMPORT/EXPORT), 1993 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$5.00 - 12.50 New Hires, Experience: \$7.00 - 18.75 Three Years With Firm: \$9.25 - 22.50	
FURNITURE FINISHERS, 1993 Size of Occupation: Small Employment Trend: 	New Hires, No Experience: \$4.50 - 14.50 New Hires, Experience: \$6.00 - 15.75 Three Years With Firm: \$10.50 - 20.00	
GARDENERS, GROUNDSKEEPERS EXCEPT FARM, 1987, 1992, 1995 Size of Occupation: Very Large Employment Trend: 	New Hires, No Experience: \$6.00 - 14.57 New Hires, Experience: \$7.00 - 17.35 Three Years With Firm: \$9.00 - 19.59	
GENERAL OFFICE CLERKS, 1991, 1995 Size of Occupation: Very Large Employment Trend: 	New Hires, No Experience: \$6.25 - 12.79 New Hires, Experience: \$6.25 - 15.00 Three Years With Firm: \$6.75 - 18.75	
GLAZIERS, 1992 Size of Occupation: Small Employment Trend: 	New Hires, No Experience: N/A New Hires, Experience: \$15.00 - 17.50 Three Years With Firm: \$20.00 - 20.75	N/A 
GRAPHIC DESIGNERS, 1996 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$5.75 - 18.00 New Hires, Experience: \$11.50 - 25.00 Three Years With Firm: \$14.00 - 30.00	
GUARDS AND WATCH GUARDS, 1988, 1992, 1995 Size of Occupation: Large Employment Trend: 	New Hires, No Experience: \$4.75 - 9.00 New Hires, Experience: \$5.25 - 9.00 Three Years With Firm: \$6.75 - 10.00	
HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS, 1989, 1992 Size of Occupation: Large Employment Trend: 	New Hires, No Experience: \$5.50 - 9.00 New Hires, Experience: \$5.50 - 12.25 Three Years With Firm: \$7.75 - 16.75	

QUICK REFERENCE

HAND PACKERS AND PACKAGERS, 1995 Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$4.25 - 8.00 New Hires, Experience: \$4.25 - 9.00 Three Years With Firm: \$4.50 - 12.00	✓✓✓ ✓✓✓
HAZARDOUS-WASTE MANAGEMENT SPECIALISTS, 1994 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$14.50 - 17.50 New Hires, Experience: \$14.50 - 22.50 Three Years With Firm: \$17.50 - 24.75	✓✓✓ ✓✓✓
HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS, 1990, 1994 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$9.00 - 13.00 New Hires, Experience: \$13.00 - 30.25 Three Years With Firm: \$17.50 - 31.75	✓✓✓✓ ✓✓✓✓
HOME APPLIANCE AND POWER TOOL REPAIRERS, 1992 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$6.00 - 10.00 New Hires, Experience: \$8.00 - 14.50 Three Years With Firm: \$10.00 - 24.25	✓✓ ✓✓
HOME HEALTH CARE WORKERS, 1991, 1996 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$4.75 - 10.25 New Hires, Experience: \$4.75 - 12.25 Three Years With Firm: \$4.75 - 20.25	✓✓✓ ✓✓✓

Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

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A Little Difficult	-----✓✓✓-----	Competitive
Not Difficult	-----✓✓✓✓-----	Very Competitive
N/A = Not Available		

QUICK REFERENCE

HOSTS, HOSTESSES-RESTAURANT, LOUNGE OR COFFEE SHOP, 1991 Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$4.25 - 7.50 New Hires, Experience: \$4.25 - 7.50 Three Years With Firm: \$4.50 - 8.50	✓✓✓✓ ✓✓
HOTEL DESK CLERKS, 1987, 1991, 1995 Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: \$4.25 - 10.50 New Hires, Experience: \$5.00 - 10.50 Three Years With Firm: \$5.25 - 12.00	✓✓✓ ✓✓✓
INSTRUCTIONAL AIDES, 1993 Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$5.00 - 10.25 New Hires, Experience: \$7.00 - 13.00 Three Years With Firm: \$8.00 - 13.00	✓✓✓ ✓✓✓
INSTRUCTORS AND COACHES - SPORTS AND PHYSICAL TRAINING, 1996 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$5.00 - 25.00 New Hires, Experience: \$5.50 - 35.00 Three Years With Firm: \$7.00 - 35.00	✓✓✓ ✓✓✓
INSULATION WORKERS, 1992 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$8.00 - 12.25 New Hires, Experience: \$9.00 - 24.00 Three Years With Firm: \$10.00 - 29.50	✓✓✓ ✓✓
INSURANCE CLAIMS CLERKS, 1989, 1992 Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$6.00 - 13.00 New Hires, Experience: \$8.75 - 15.00 Three Years With Firm: \$9.75 - 21.75	✓✓✓ ✓✓✓
JANITORS AND CLEANERS-EXCEPT MAIDS AND HOUSEKEEPING CLEANERS, 1988, 1992, 1995 Size of Occupation: Very Large Employment Trend: 👍👍👍👍	New Hires, No Experience: \$5.50 - 12.09 New Hires, Experience: \$6.00 - 13.34 Three Years With Firm: \$6.50 - 14.71	✓✓✓ ✓✓✓

QUICK REFERENCE

LAUNDRY AND DRYCLEANING MACHINE OPERATORS AND TENDERS-EXCEPT PRESSING, 1989 Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$4.50 - 7.25 New Hires, Experience: \$5.00 - 10.75 Three Years With Firm: \$5.75 - 12.75	✓✓ ✓
LICENSED VOCATIONAL NURSES, 1988, 1990, 1993 Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$12.75 - 16.00 New Hires, Experience: \$13.00 - 17.00 Three Years With Firm: \$14.00 - 22.00	✓✓ ✓✓ ✓✓
LOAN AND CREDIT CLERKS, 1993 Size of Occupation: Small Employment Trend: 👎	New Hires, No Experience: \$7.00 - 16.25 New Hires, Experience: \$8.75 - 18.25 Three Years With Firm: \$9.50 - 20.50	✓✓✓ ✓✓ ✓✓
LOAN OFFICERS AND COUNSELORS, 1993 Size of Occupation: Small Employment Trend: 👎	New Hires, No Experience: \$9.75 - 14.50 New Hires, Experience: \$10.00 - 19.50 Three Years With Firm: \$10.50 - 25.75	✓✓✓ ✓✓ ✓✓
LOCKSMITHS AND SAFE REPAIRERS, 1992 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$5.00 - 10.25 New Hires, Experience: \$8.50 - 13.25 Three Years With Firm: \$10.00 - 19.25	✓ ✓✓✓ ✓✓✓

Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

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N/A = Not Available		

QUICK REFERENCE

LODGING MANAGERS, 1996 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$5.00 - 12.00 New Hires, Experience: \$6.25 - 18.00 Three Years With Firm: \$6.25 - 24.00	✓✓ ✓✓
MAIDS AND HOUSEKEEPING CLEANERS, 1991 Size of Occupation: Large Employment Trend: 👍	New Hires, No Experience: \$5.00 - 6.25 New Hires, Experience: \$5.00 - 6.25 Three Years With Firm: \$6.25 - 7.25	✓✓✓ ✓✓
MAINTENANCE REPAIRERS-GENERAL UTILITIES, 1992, 1995 Size of Occupation: Very Large Employment Trend: 👍	New Hires, No Experience: \$5.00 - 19.25 New Hires, Experience: \$7.00 - 30.00 Three Years With Firm: \$12.00 - 35.00	✓✓✓ ✓✓✓
MANICURISTS, 1992 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: N/A New Hires, Experience: \$4.50 - 13.00 Three Years With Firm: \$6.25 - 19.50	N/A ✓✓
MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS, 1996 Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$9.25 - 26.00 New Hires, Experience: \$12.00 - 33.50 Three Years With Firm: \$18.50 - 48.00	✓✓✓ ✓✓✓
MECHANICAL ENGINEERING TECHNICIANS AND TECHNOLOGISTS, 1991 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$8.00 - 15.50 New Hires, Experience: \$8.00 - 15.50 Three Years With Firm: \$12.00 - 21.00	✓✓✓✓ ✓✓
MEDICAL ASSISTANTS, 1991, 1996 Size of Occupation: Medium Employment Trend: 👍👍👍👍	New Hires, No Experience: \$7.00 - 14.50 New Hires, Experience: \$8.00 - 16.75 Three Years With Firm: \$10.00 - 18.25	✓✓ ✓✓✓
MEDICAL AND CLINICAL LABORATORY ASSISTANTS, 1989 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$7.50 - 10.00 New Hires, Experience: \$7.50 - 13.00 Three Years With Firm: \$8.50 - 14.00	✓✓ ✓✓

QUICK REFERENCE

MEDICAL RECORDS TECHNICIANS, 1990, 1993 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$6.00 - 13.25 New Hires, Experience: \$6.00 - 14.00 Three Years With Firm: \$7.50 - 16.00	✓✓✓✓ ✓✓
MEDICAL TRANSCRIPTIONISTS, 1988, 1991 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$10.00 - 14.00 New Hires, Experience: \$10.00 - 14.00 Three Years With Firm: \$12.00 - 15.50	✓✓✓ ✓
MICROCOMPUTER SPECIALISTS, 1989 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$8.00 - 13.00 New Hires, Experience: \$11.50 - 19.25 Three Years With Firm: \$13.00 - 21.50	✓✓✓ ✓✓
MOTORCYCLE REPAIRERS, 1991 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$6.50 - 11.75 New Hires, Experience: \$6.50 - 11.75 Three Years With Firm: \$10.00 - 14.50	✓✓✓ ✓
NETWORK CONTROL TECHNICIANS, 1996 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$6.50 - 23.00 New Hires, Experience: \$8.00 - 28.75 Three Years With Firm: \$11.25 - 38.25	✓✓✓ ✓✓
NUMERICAL CONTROL MACHINE TOOL OPERATORS AND TENDERS, 1989 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$6.00 - 12.00 New Hires, Experience: \$7.50 - 16.00 Three Years With Firm: \$9.00 - 18.00	✓✓ ✓

Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

<u>EMPLOYMENT TRENDS</u>	<u>SIZE OF OCCUPATION</u>
Much faster than average = 🚀🚀🚀	Small = 468 or less
Faster than average = 🚀🚀	Medium = 469 - 908
Average = 🚀	Large = 909 - 1933
Slower than average = 🐢	Very Large = 1934 or more
Stable = 🐢	
Decline = 🐢	
N/A = Not Available	

Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

<u>SUPPLY</u>		<u>DEMAND</u>
Very Difficult	-----✓-----	Very Good
Somewhat Difficult	-----✓✓-----	Good
A Little Difficult	-----✓✓✓-----	Competitive
Not Difficult	-----✓✓✓✓-----	Very Competitive
N/A = Not Available		

QUICK REFERENCE

NURSERY WORKERS, 1993 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$4.25 - 7.00 New Hires, Experience: \$4.50 - 8.00 Three Years With Firm: \$5.00 - 9.00	✓✓✓✓ ✓✓
NURSE AIDES, 1989, 1994 Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$7.50 - 14.00 New Hires, Experience: \$7.75 - 16.00 Three Years With Firm: \$8.00 - 17.00	✓✓✓ ✓✓
OCCUPATIONAL THERAPISTS, 1992 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$8.00 - 21.00 New Hires, Experience: \$14.50 - 24.50 Three Years With Firm: \$16.00 - 28.00	✓✓ ✓
OFFICE MACHINE AND CASH REGISTER SERVICERS, 1988, 1992, 1995 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$7.00 - 15.00 New Hires, Experience: \$9.00 - 20.00 Three Years With Firm: \$13.00 - 21.25	✓✓✓ ✓✓
OFFSET LITHOGRAPHIC PRESS SETTERS AND SET-UP OPERATORS, 1996 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$5.00 - 11.50 New Hires, Experience: \$8.75 - 24.50 Three Years With Firm: \$10.00 - 28.00	✓✓ ✓✓
OPERATING ENGINEERS, 1992 Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$10.25 - 11.75 New Hires, Experience: \$14.00 - 26.75 Three Years With Firm: \$18.00 - 35.25	✓✓✓ ✓✓
OPHTHALMIC LAB AND FRAME TECHNICIANS, 1993 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$5.00 - 8.00 New Hires, Experience: \$5.50 - 12.00 Three Years With Firm: \$6.50 - 14.00	✓✓✓ ✓✓
OPTICIANS-DISPENSING AND MEASURING, 1989, 1996 Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: \$5.75 - 11.00 New Hires, Experience: \$6.50 - 15.00 Three Years With Firm: \$7.50 - 18.00	✓✓ ✓✓

QUICK REFERENCE

OPTOMETRIC ASSISTANTS, 1991 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$5.00 - 6.00 New Hires, Experience: \$7.00 - 10.00 Three Years With Firm: \$10.00 - 12.00	✓✓✓ ✓
PAINTERS, PAPERHANGERS-CONSTRUCTION AND MAINTENANCE, 1990 Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$5.75 - 10.00 New Hires, Experience: \$9.00 - 15.00 Three Years With Firm: \$11.00 - 18.00	✓✓✓ ✓✓
PARALEGAL PERSONNEL, 1993 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$12.00 - 14.00 New Hires, Experience: \$15.00 - 18.00 Three Years With Firm: \$16.25 - 26.50	✓✓✓✓ ✓✓
PAYROLL AND TIMEKEEPING CLERKS, 1990 Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$6.00 - 12.00 New Hires, Experience: \$7.00 - 12.25 Three Years With Firm: \$7.75 - 15.50	✓✓✓ ✓✓
PERSONNEL CLERKS-EXCEPT PAYROLL AND TIMEKEEPING, 1988, 1992 Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$7.00 - 23.25 New Hires, Experience: \$8.25 - 26.00 Three Years With Firm: \$9.25 - 29.00	✓✓✓ ✓✓

Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

<u>EMPLOYMENT TRENDS</u>	<u>SIZE OF OCCUPATION</u>
Much faster than average = 🖐️🖐️🖐️	Small = 468 or less
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Stable = 🖐️	
Decline = 🖐️	
N/A = Not Available	

Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

<u>SUPPLY</u>		<u>DEMAND</u>
Very Difficult	-----✓-----	Very Good
Somewhat Difficult	-----✓✓-----	Good
A Little Difficult	-----✓✓✓-----	Competitive
Not Difficult	-----✓✓✓✓-----	Very Competitive
N/A = Not Available		

QUICK REFERENCE

PERSONNEL, TRAINING, AND LABOR RELATIONS MANAGERS, 1994 Size of Occupation: Medium Employment Trend: 👍👍	New Hires, No Experience: \$5.00 - 17.00 New Hires, Experience: \$6.00 - 19.50 Three Years With Firm: \$7.50 - 29.00	✓✓✓ ✓✓✓
PEST CONTROLLERS AND ASSISTANTS, 1992 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$8.00 - 11.50 New Hires, Experience: \$8.50 - 13.50 Three Years With Firm: \$13.00 - 17.00	✓✓✓ ✓
PHARMACISTS, 1996 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$10.00 - 35.25 New Hires, Experience: \$20.00 - 35.25 Three Years With Firm: \$20.00 - 39.00	✓✓ ✓✓
PHARMACY TECHNICIANS, 1989, 1992, 1994 Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$6.00 - 9.50 New Hires, Experience: \$8.00 - 10.75 Three Years With Firm: \$8.50 - 12.00	✓✓✓ ✓✓
PHLEBOTOMISTS, 1991 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$7.50 - 11.00 New Hires, Experience: \$8.25 - 11.25 Three Years With Firm: \$10.00 - 12.75	✓✓✓✓ ✓✓
PHYSICAL THERAPISTS, 1996 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$13.50 - 25.00 New Hires, Experience: \$15.25 - 27.00 Three Years With Firm: \$19.25 - 35.00	✓✓✓ ✓✓
PHYSICAL THERAPIST ASSISTANTS, 1990, 1993 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$8.00 - 20.00 New Hires, Experience: \$9.50 - 23.75 Three Years With Firm: \$11.50 - 27.50	✓✓✓ ✓✓
PHYSICAL THERAPY AIDES, 1990, 1993 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$5.75 - 12.00 New Hires, Experience: \$7.00 - 13.00 Three Years With Firm: \$7.50 - 17.00	✓✓✓ ✓✓✓

QUICK REFERENCE

PHYSICIANS' ASSISTANTS, 1992 Size of Occupation: Small Employment Trend: 👍👍	New Hires, No Experience: \$8.50 - 8.50 New Hires, Experience: \$10.00 - 27.25 Three Years With Firm: \$12.00 - 34.00	✓✓ ✓✓
PLASTERERS AND STUCCO MASONS, 1995 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$6.00 - 20.00 New Hires, Experience: \$13.00 - 25.00 Three Years With Firm: \$20.00 - 25.00	✓✓ ✓✓
PLUMBERS, PIPEFITTERS, AND STEAMFITTERS, 1996 Size of Occupation: Large Employment Trend: 🖐️	New Hires, No Experience: \$6.90 - 12.00 New Hires, Experience: \$11.00 - 20.00 Three Years With Firm: \$11.00 - 32.25	✓✓✓ ✓✓✓
PRECISION DENTAL LABORATORY TECHNICIANS, 1990 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$4.75 - 7.50 New Hires, Experience: \$6.00 - 13.00 Three Years With Firm: \$10.00 - 15.00	✓✓ ✓✓
PRINTING PRESS MACHINE OPERATORS AND TENDERS, 1989 Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$5.00 - 9.00 New Hires, Experience: \$6.75 - 14.00 Three Years With Firm: \$11.00 - 20.00	✓✓ ✓✓
PRODUCTION, PLANNING, AND EXPEDITING CLERKS, 1991, 1996 Size of Occupation: Medium Employment Trend: 👍👍👍👍	New Hires, No Experience: \$5.75 - 14.50 New Hires, Experience: \$6.00 - 19.25 Three Years With Firm: \$6.00 - 24.00	✓✓✓ ✓✓✓

Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

<u>EMPLOYMENT TRENDS</u>	<u>SIZE OF OCCUPATION</u>
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Stable = 🖐️	
Decline = 🖐️	
N/A = Not Available	

Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

<u>SUPPLY</u>		<u>DEMAND</u>
Very Difficult	-----✓-----	Very Good
Somewhat Difficult	-----✓✓-----	Good
A Little Difficult	-----✓✓✓-----	Competitive
Not Difficult	-----✓✓✓✓-----	Very Competitive
N/A = Not Available		

QUICK REFERENCE

PROPERTY AND REAL ESTATE MANAGERS AND ADMINISTRATORS, 1989 Size of Occupation: Large Employment Trend: 👍	New Hires, No Experience: N/A New Hires, Experience: \$10.25 - 18.50 Three Years With Firm: \$13.00 - 26.00	N/A ✓✓
PURCHASING AGENTS-EXCEPT WHOLESALE, RETAIL AND FARM PRODUCTS, 1994 Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$8.00 - 19.50 New Hires, Experience: \$11.00 - 21.75 Three Years With Firm: \$17.00 - 29.00	✓✓✓✓ ✓✓✓✓
RADIOLOGIC TECHNOLOGISTS-DIAGNOSTIC, 1990, 1992 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$13.00 - 16.25 New Hires, Experience: \$15.00 - 24.00 Three Years With Firm: \$18.00 - 25.00	✓✓ ✓✓
RADIOLOGIC TECHNOLOGISTS-THERAPEUTIC, 1992 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$18.00 - 18.50 New Hires, Experience: \$19.50 - 20.25 Three Years With Firm: \$20.25 - 22.50	✓✓ ✓
REAL ESTATE CLERKS, 1989 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$6.25 - 9.25 New Hires, Experience: \$7.00 - 12.50 Three Years With Firm: \$8.75 - 18.75	✓✓✓✓ ✓✓
RECEPTIONISTS AND INFORMATION CLERKS, 1990, 1995 Size of Occupation: Very Large Employment Trend: 👍👍👍👍	New Hires, No Experience: \$7.00 - 18.00 New Hires, Experience: \$7.00 - 20.00 Three Years With Firm: \$7.50 - 24.00	✓✓✓✓ ✓✓✓✓
REGISTERED NURSES, 1991 Size of Occupation: Very Large Employment Trend: 👍	New Hires, No Experience: \$14.00 - 23.00 New Hires, Experience: \$14.00 - 23.00 Three Years With Firm: \$18.00 - 26.75	✓✓✓✓ ✓✓
RESERVATION AND TRANSPORTATION TICKET AGENTS, 1991 Size of Occupation: Large Employment Trend: 👍👍👍👍	New Hires, No Experience: \$6.00 - 9.00 New Hires, Experience: \$6.00 - 9.00 Three Years With Firm: \$7.50 - 14.00	✓✓✓✓ ✓✓

QUICK REFERENCE

RESPIRATORY CARE PRACTITIONERS, 1992, 1994 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$14.00 - 20.75 New Hires, Experience: \$16.00 - 22.50 Three Years With Firm: \$17.00 - 25.25	✓✓✓ ✓✓✓
ROOFERS, 1993 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$6.00 - 13.50 New Hires, Experience: \$8.00 - 23.00 Three Years With Firm: \$11.25 - 24.25	✓✓✓ ✓✓
SALES AGENTS-SECURITIES, COMMODITIES AND FINANCIAL SERVICES, 1993 Size of Occupation: Large Employment Trend: 👍👍👍👍	New Hires, No Experience: \$10.25 - 17.00 New Hires, Experience: \$13.00 - 21.75 Three Years With Firm: \$13.00 - 43.50	✓✓✓ ✓✓
SALES AGENTS AND PLACERS-INSURANCE, 1993 Size of Occupation: Large Employment Trend: 👍👍	New Hires, No Experience: \$9.75 - 13.00 New Hires, Experience: \$9.75 - 17.00 Three Years With Firm: \$11.75 - 24.25	✓✓✓ ✓✓
SALES AGENTS-REAL ESTATE, 1990 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$15,000 - 25,000 New Hires, Experience: \$15,000 - 50,000 Three Years With Firm: \$23,000 - 75,000 (Commission)	✓✓✓ ✓

Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

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Much faster than average = 👍👍👍	Small = 468 or less
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Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

<u>SUPPLY</u>		<u>DEMAND</u>
Very Difficult	-----✓-----	Very Good
Somewhat Difficult	-----✓✓-----	Good
A Little Difficult	-----✓✓✓-----	Competitive
Not Difficult	-----✓✓✓✓-----	Very Competitive
N/A = Not Available		

QUICK REFERENCE

SALESPERSONS-PARTS, 1991 Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$5.00 - 7.00 New Hires, Experience: \$6.00 - 10.00 Three Years With Firm: \$8.00 - 12.00	✓✓✓✓ ✓✓
SALESPERSONS, RETAIL-EXCEPT VEHICLE SALES, 1991 Size of Occupation: Very Large Employment Trend: 👍	New Hires, No Experience: \$4.75 - 6.50 New Hires, Experience: \$5.00 - 7.50 Three Years With Firm: \$6.00 - 9.75	✓✓✓ ✓✓
SALES REPRESENTATIVES-EXCEPT SCIENTIFIC AND RELATED PRODUCTS AND SERVICES AND RETAIL, 1989 Size of Occupation: Very Large Employment Trend: 👍	New Hires, No Experience: \$6.00 - 12.50 New Hires, Experience: \$9.00 - 18.75 Three Years With Firm: \$10.00 - 20.50	✓✓✓ ✓✓
SALES REPRESENTATIVES, SCIENTIFIC AND RELATED PRODUCTS AND SERVICES-EXCEPT RETAIL, 1989 Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$8.00 - 12.50 New Hires, Experience: \$9.00 - 20.00 Three Years With Firm: \$10.00 - 25.00	✓✓✓ ✓✓✓
SECRETARIES, GENERAL, 1994 Size of Occupation: Very Large Employment Trend: 👍👍	New Hires, No Experience: \$8.00 - 12.75 New Hires, Experience: \$9.25 - 15.50 Three Years With Firm: \$11.00 - 19.00	✓✓✓ ✓✓✓
SECRETARIES, LEGAL, 1989, 1993 Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: \$7.50 - 15.25 New Hires, Experience: \$9.00 - 18.25 Three Years With Firm: \$11.50 - 22.00	✓✓✓ ✓✓
SECRETARIES, MEDICAL , 1991 Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: \$6.00 - 10.00 New Hires, Experience: \$8.00 - 13.00 Three Years With Firm: \$9.00 - 15.00	✓✓✓✓ ✓✓
SERVICE STATION ATTENDANTS, 1991 Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$4.25 - 5.50 New Hires, Experience: \$5.00 - 7.00 Three Years With Firm: \$6.50 - 10.00	✓✓✓ ✓✓

QUICK REFERENCE

SERVICE WRITERS, AUTOMOTIVE, 1991 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$11.75 - 16.50 New Hires, Experience: \$11.75 - 16.50 Three Years With Firm: \$15.25 - 19.00	✓✓✓ ✓
SMALL ENGINE SPECIALISTS, 1994 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$4.25 - 17.50 New Hires, Experience: \$7.00 - 19.50 Three Years With Firm: \$10.00 - 21.00	✓✓✓ ✓✓✓
STATIONARY ENGINEERS, 1992 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$9.75 - 9.75 New Hires, Experience: \$11.50 - 11.50 Three Years With Firm: \$20.00 - 20.00	N/A ✓✓
STOCK CLERKS-STOCKROOM, WAREHOUSE, STORAGE YARD, 1991 Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$6.50 - 10.00 New Hires, Experience: \$7.00 - 10.00 Three Years With Firm: \$8.50 - 12.00	✓✓✓✓ ✓✓✓
SURGICAL TECHNICIANS, 1991 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$10.50 - 13.50 New Hires, Experience: \$10.50 - 13.50 Three Years With Firm: \$12.25 - 14.50	✓✓✓ ✓✓
SURVEYING AND MAPPING TECHNICIANS AND TECHNOLOGISTS, 1990 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$6.00 - 11.00 New Hires, Experience: \$10.00 - 15.00 Three Years With Firm: \$13.00 - 22.00	✓✓✓ ✓

Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

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Supply/Demand Assessment - (Based on year surveyed)

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Very Difficult	-----✓-----	Very Good
Somewhat Difficult	-----✓✓-----	Good
A Little Difficult	-----✓✓✓-----	Competitive
Not Difficult	-----✓✓✓✓-----	Very Competitive
N/A = Not Available		

QUICK REFERENCE

SWITCHBOARD OPERATORS, 1991 Size of Occupation: Medium Employment Trend: 👍	New Hires, No Experience: \$5.50 - 9.00 New Hires, Experience: \$5.50 - 9.75 Three Years With Firm: \$6.75 - 10.50	✓✓✓ ✓✓
SYSTEM ANALYSTS-ELECTRONIC DATA PROCESSING, 1991 Size of Occupation: Large Employment Trend: 👍👍👍	New Hires, No Experience: \$11.75 - 20.00 New Hires, Experience: \$12.75 - 24.25 Three Years With Firm: \$22.50 - 31.50	✓✓✓ ✓✓
TAPERS, 1995 Size of Occupation: Small Employment Trend: 🖐️	New Hires, No Experience: \$6.00 - 10.00 New Hires, Experience: \$15.00 - 20.00 Three Years With Firm: \$19.00 - 28.00	✓✓✓ ✓✓
TAX INTERVIEWERS/PREPARERS, 1994 Size of Occupation: Small Employment Trend: 👍👍	New Hires, No Experience: \$5.00 - 17.50 New Hires, Experience: \$5.00 - 23.25 Three Years With Firm: \$8.00 - 29.00	✓✓✓✓ ✓✓✓✓
TEACHER AIDES-PARAPROFESSIONAL, 1989 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: N/A New Hires, Experience: \$5.50 - 8.00 Three Years With Firm: \$6.00 - 9.50	N/A ✓✓
TEACHERS-ELEMENTARY SCHOOL, 1995 Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$7.50 - 15.56 New Hires, Experience: \$8.25 - 18.70 Three Years With Firm: \$11.99 - 19.18	✓✓✓ ✓✓✓
TECHNICAL WRITERS, 1994 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$13.50 - 14.50 New Hires, Experience: \$13.50 - 25.00 Three Years With Firm: \$15.00 - 27.25	✓✓✓ ✓✓✓✓
TELEMARKETERS, NEWS AND STREET VENDORS, TELEPHONE SOLICITORS, DOOR-TO-DOOR SALES WORKERS AND RELATED WORKERS, 1996 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$5.00 - 15.00 New Hires, Experience: \$5.00 - 15.00 Three Years With Firm: \$5.00 - 17.25	✓✓✓ ✓✓

QUICK REFERENCE

TELEPHONE AND CABLE T.V. LINE INSTALLERS AND REPAIRERS, 1991, 1994 Size of Occupation: Small Employment Trend: 📉	New Hires, No Experience: \$6.00 - 12.00 New Hires, Experience: \$10.00 - 15.00 Three Years With Firm: \$14.50 - 21.00	✓✓✓ ✓✓✓
TELLERS, 1988, 1992 Size of Occupation: Large Employment Trend: 📉	New Hires, No Experience: \$5.75 - 8.25 New Hires, Experience: \$6.00 - 9.50 Three Years With Firm: \$6.50 - 14.00	✓✓✓ ✓✓✓
TIRE REPAIRERS AND CHANGERS Size of Occupation: Small Employment Trend: 📉	New Hires, No Experience: \$4.25 - 7.50 New Hires, Experience: \$5.00 - 9.00 Three Years With Firm: \$8.00 - 10.75	✓✓✓ ✓✓
TRAFFIC, SHIPPING, AND RECEIVING CLERKS, 1994 Size of Occupation: Very Large Employment Trend: 👍	New Hires, No Experience: \$6.50 - 12.00 New Hires, Experience: \$7.25 - 16.00 Three Years With Firm: \$8.25 - 19.50	✓✓ ✓✓✓
TRANSPORTATION AGENTS, 1994 Size of Occupation: Medium Employment Trend: 👍👍👍👍	New Hires, No Experience: \$5.00 - 10.00 New Hires, Experience: \$5.00 - 14.50 Three Years With Firm: \$7.00 - 16.00	✓✓✓ ✓✓✓

Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

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<u>SUPPLY</u>		<u>DEMAND</u>
Very Difficult	-----✓-----	Very Good
Somewhat Difficult	-----✓✓-----	Good
A Little Difficult	-----✓✓✓-----	Competitive
Not Difficult	-----✓✓✓✓-----	Very Competitive
N/A = Not Available		

QUICK REFERENCE

TRAVEL AGENTS, 1989, 1992 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$5.25 - 10.50 New Hires, Experience: \$6.50 - 12.75 Three Years With Firm: \$8.75 - 15.00	✓✓✓ ✓✓
TRUCK DRIVERS-HEAVY OR TRACTOR TRAILER, 1990, 1994 Size of Occupation: Large Employment Trend: 👍👍	New Hires, No Experience: \$6.00 - 10.00 New Hires, Experience: \$7.75 - 22.00 Three Years With Firm: \$8.50 - 22.00	✓✓✓ ✓✓✓
TRUCK DRIVERS, LIGHT-INCLUDE DELIVERY AND ROUTE WORKERS, 1992, 1995 Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$6.00 - 14.35 New Hires, Experience: \$7.00 - 14.35 Three Years With Firm: \$8.50 - 17.84	✓✓✓ ✓✓✓
TYPISTS, INCLUDING WORD PROCESSING, 1991, 1994 Size of Occupation: Very Large Employment Trend: 👍👍👍	New Hires, No Experience: \$5.00 - 11.50 New Hires, Experience: \$6.25 - 12.50 Three Years With Firm: \$8.50 - 14.25	✓✓✓ ✓✓✓
UNDERWRITERS, 1992 Size of Occupation: Small Employment Trend: 👍👍	New Hires, No Experience: \$8.75 - 8.75 New Hires, Experience: \$8.75 - 24.25 Three Years With Firm: \$9.25 - 29.00	✓✓✓✓ ✓✓
VEHICLE WASHERS AND EQUIPMENT CLEANERS, 1992 Size of Occupation: Large Employment Trend: 👍👍👍👍	New Hires, No Experience: \$4.25 - 8.75 New Hires, Experience: \$4.50 - 10.00 Three Years With Firm: \$5.25 - 11.25	✓✓✓ ✓✓✓
VETERINARIANS AND VETERINARY INSPECTORS, 1996 Size of Occupation: Small Employment Trend: 👍👍👍👍	New Hires, No Experience: \$11.25 - 27.50 New Hires, Experience: \$12.75 - 36.75 Three Years With Firm: \$17.00 - 36.75	✓✓ ✓✓
VOCATIONAL AND EDUCATIONAL COUNSELORS, 1994 Size of Occupation: Small Employment Trend: 👍👍👍	New Hires, No Experience: \$7.00 - 31.25 New Hires, Experience: \$7.25 - 34.50 Three Years With Firm: \$8.00 - 35.00	✓✓✓ ✓✓✓

QUICK REFERENCE

WAITERS AND WAITRESSES, 1991, 1996 Size of Occupation: Very Large Employment Trend: 👍	New Hires, No Experience: \$4.75 - 10.00 New Hires, Experience: \$4.75 - 12.00 Three Years With Firm: \$4.75 - 15.00	✓✓ ✓✓
WARD CLERKS, 1988, 1992 Size of Occupation: N/A Employment Trend: N/A	New Hires, No Experience: \$10.50 - 13.00 New Hires, Experience: \$11.25 - 15.00 Three Years With Firm: \$12.00 - 17.25	✓✓✓ ✓✓
WELDERS AND CUTTERS, 1992, 1996 Size of Occupation: Small Employment Trend: 👍	New Hires, No Experience: \$7.00 - 20.00 New Hires, Experience: \$9.00 - 25.00 Three Years With Firm: \$10.00 - 30.00	✓✓✓ ✓✓
WELFARE ELIGIBILITY WORKERS AND INTERVIEWERS, 1993 Size of Occupation: Small Employment Trend: 🙅	New Hires, No Experience: \$6.25 - 14.50 New Hires, Experience: \$7.50 - 19.50 Three Years With Firm: \$9.25 - 19.50	✓✓✓✓ ✓✓✓
WHOLESALE AND RETAIL BUYERS-EXCEPT FARM PRODUCTS, 1991 Size of Occupation: Medium Employment Trend: 👍👍	New Hires, No Experience: \$9.75 - 10.00 New Hires, Experience: \$11.00 - 15.50 Three Years With Firm: \$15.00 - 16.00	✓✓✓✓ ✓✓

Employment Trend/Growth & Size of Occupation

(Source: 1992-98 EDD Occupational Projections)

<u>EMPLOYMENT TRENDS</u>	<u>SIZE OF OCCUPATION</u>
Much faster than average = 👍👍👍	Small = 468 or less
Faster than average = 👍👍	Medium = 469 - 908
Average = 👍	Large = 909 - 1933
Slower than average = 🙅	Very Large = 1934 or more
Stable = 🙅	
Decline = 🙅	
N/A = Not Available	

Supply/Demand Assessment - (Based on year surveyed)

Degree of difficulty employers indicated in finding inexperienced and experienced applicants/corresponding outlook for job seekers.

<u>SUPPLY</u>		<u>DEMAND</u>
Very Difficult	-----✓-----	Very Good
Somewhat Difficult	-----✓✓-----	Good
A Little Difficult	-----✓✓✓-----	Competitive
Not Difficult	-----✓✓✓✓-----	Very Competitive
N/A = Not Available		

OCCUPATIONAL SUMMARIES

BUS DRIVERS [OES 971080]

Bus Drivers drive buses to transport passengers over specified routes to local or distant points according to a time schedule. They assist passengers with baggage and collect tickets or cash fares. Does not include School Bus Drivers.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ Map reading skills
- ▶ Possession of a valid Class B driver's license

Personal or Other Skills:

- ▶ Ability to handle crisis situations
- ▶ Willingness to work with close supervision
- ▶ Public contact skills
- ▶ Ability to work independently
- ▶ Possession of a good DMV driving record
- ▶ Ability to work under pressure

Basic Skills:

- ▶ Ability to read and follow instructions
- ▶ Ability to write legibly
- ▶ Oral communication skills
- ▶ Basic math skills

TRAINING, EDUCATION & EXPERIENCE

Most employers indicated that recent hires have a high school diploma or equivalent. **Many** employers **usually** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Most** employers required 6-36 months of experience as a Bus Driver.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** Somewhat difficult
- ▶ **Experienced:** Somewhat difficult

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** Medium (570)
- ▶ **Projected New Jobs:** 30
- ▶ **Openings Due To Separations:** 40
- ▶ **Occupational Growth:** Slower than average (5.3%)

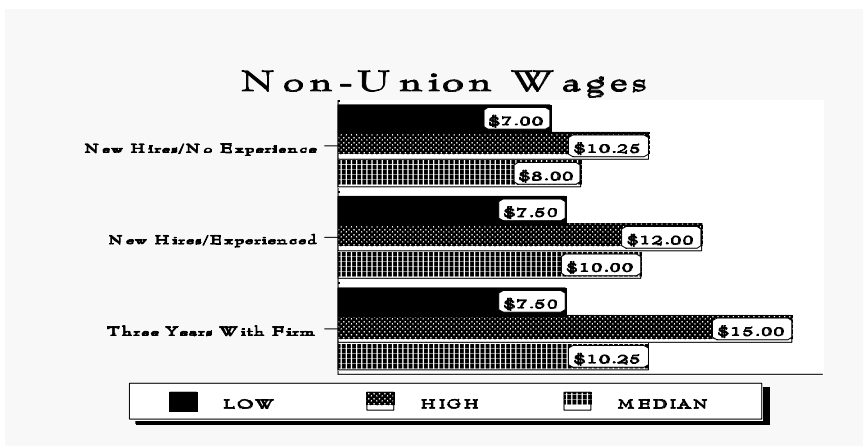
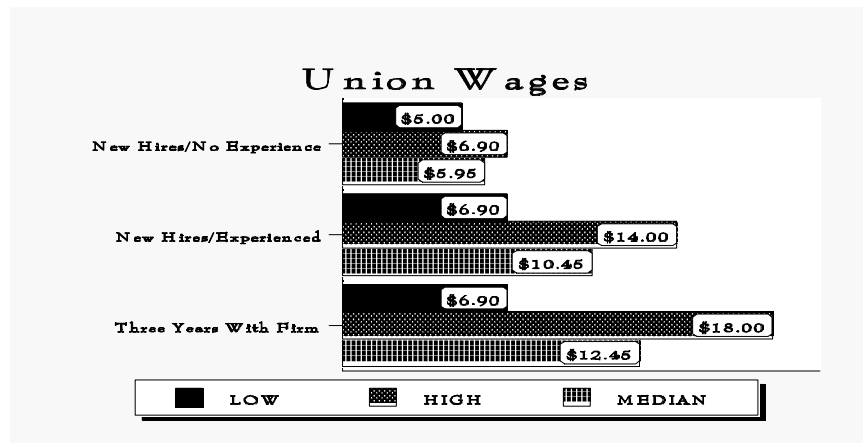
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Local Government
- ▶ Local Bus Charter Service
- ▶ Local and Suburban Transit
- ▶ Bus Charter Service, Except Local

BUS DRIVERS (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **35-50 hours** a week.
- ▶ **Some** employees are part-time and work **10-30 hours** a week.

Below are percentages of employees that worked a certain shift:

- ▶ Day (75%); Swing (25%)

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Employees' referrals:	73%
Recruit via newspaper ads:	67%
Hire unsolicited applicants:	13%
In-house promotion or transfer:	13%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	75%	8%
Paid Sick Leave:	50%	8%
Retirement Plans:	8%	8%
Medical Insurance:	92%	8%
Dental Insurance:	83%	8%
Vision Insurance:	33%	8%
Life Insurance:	42%	8%
Child Care:	0%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide: #2**
- ▶ **# Of Firms Responding: 15**
- ▶ **Unionization: High**
- ▶ **Career Ladder:** Opportunities for promotion generally are limited. However, experienced Drivers may become Supervisors or Dispatchers, who assign buses to Drivers, check whether Drivers are on schedule, reroute buses to avoid blocked streets or other problems, and dispatch extra vehicles and service crews to scenes of accidents and breakdowns. In transit agencies with rail systems, Drivers may become Train Operators or Station Attendants. A few Drivers become Managers. Promotion in publicly owned bus systems is often by competitive civil service examination.

DATA ENTRY KEYERS - EXCEPT COMPOSING [OES 560170]

Data Entry Keyers, except Composing, operate keypunch or key entry devices to prepare data processing input materials on cards, disk or tape. Their duties include machine entry recording, coding, or verifying alphabetic or numeric data. Does not include workers who primarily work with a Data Entry Composing Machine.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ Ability to operate a numeric 10-key pad by touch
- ▶ Proofreading skills
- ▶ Knowledge of microcomputer hardware and operating systems
- ▶ Ability to use word processing software
- ▶ English grammar, spelling and punctuation skills
- ▶ Telephone answering skills
- ▶ Ability to key at least 10,000 strokes per hour
- ▶ Ability to type at least 60 words per minute
- ▶ Spreadsheet skills
- ▶ Database skills

Physical Abilities:

- ▶ Ability to sit continuously for 2 or more hours

Personal or Other Skills:

- ▶ Ability to perform routine, repetitive work
- ▶ Ability to work with close supervision
- ▶ Ability to work independently

Basic Skills:

- ▶ Ability to read and follow instructions
- ▶ Ability to write legibly
- ▶ Oral communication skills
- ▶ Basic math skills

TRAINING, EDUCATION & EXPERIENCE

Most employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have some college but no degree, or a Bachelor's degree. **Most** employers **usually** required related work experience, but **many sometimes** or **never** accepted training as a substitute for work experience. **Most** employers required 3-24 months of experience as a Data Entry Keyer.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** Somewhat difficult
- ▶ **Experienced:** Somewhat difficult

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** Large (1,170)
- ▶ **Projected New Jobs:** 120
- ▶ **Openings Due To Separations:** 100
- ▶ **Occupational Growth:** Faster Than Average (10.3%)

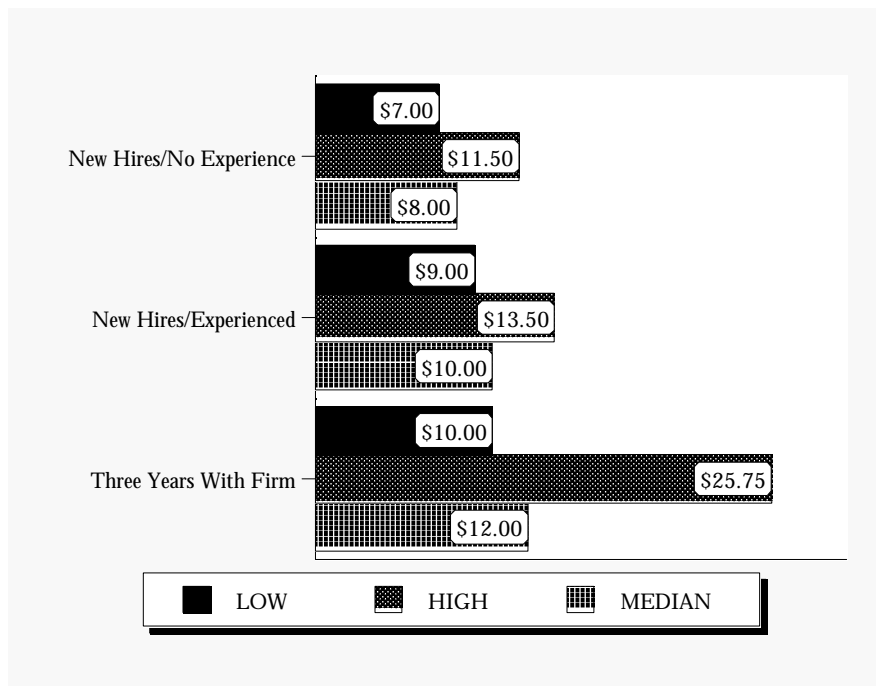
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Freight Transportation Arrangement
- ▶ Data Processing and Preparation
- ▶ Help Supply Services

DATA ENTRY KEYERS - EXCEPT COMPOSING (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Some** employees are full-time and work **40 hours** a week.
- ▶ **Most** employees are temporary or on-call and work **30-40 hours** a week.

Below are percentages of employees that worked a certain shift:

- ▶ Day (96%); Swing (4%)

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	82%
Employees' referrals:	65%
Public school or program referrals:	18%
Private school referrals:	12%
Flyers or Internet:	12%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	100%	0%
Paid Sick Leave:	91%	0%
Retirement Plans:	91%	0%
Medical Insurance:	100%	0%
Dental Insurance:	91%	0%
Vision Insurance:	82%	0%
Life Insurance:	64%	0%
Child Care:	0%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** #16
- ▶ **# Of Firms Responding:** 17
- ▶ **Unionization:** Low
- ▶ **Career Ladder:** *Promotional opportunities for Data Entry Keyers depend on skills, training, experience, ambition and the type of employer. Since many firms promote from within, on-the-job performance and supervisor recommendations are key factors to advancement to senior and supervisory positions. Sometimes, with additional training, Data Entry Keyers are able to move into computer operating jobs or Computer Programmer Trainee positions.*

DATA PROCESSING EQUIPMENT REPAIRERS [OES 857050]

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems. Does not include Non-Data Processing Equipment Repairers.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ *Ability to use digital computers*
- ▶ *Ability to use diagnostics programs*
- ▶ *Ability to operate peripheral equipment*
- ▶ *Record keeping skills*
- ▶ *Possession of a valid driver's license*
- ▶ *Ability to write effectively*
- ▶ *Problem solving skills*
- ▶ *Spreadsheet skills*
- ▶ *Word processing skills*
- ▶ *Database skills*
- ▶ *Desktop publishing skills*

Personal or Other Skills:

- ▶ *Possession of a reliable vehicle*
- ▶ *Ability to work independently*
- ▶ *Public contact skills*

Basic Skills:

- ▶ *Ability to read and follow instructions*
- ▶ *Ability to write legibly*
- ▶ *Oral communication skills*
- ▶ *Basic math skills*

TRAINING, EDUCATION & EXPERIENCE

Many employers indicated that recent hires have an Associate's degree. **Some** employers indicated that recent hires have a high school diploma or equivalent, or some college but no degree, or a Bachelor's degree. **Many** employers **usually** required related work experience, but **most sometimes** accepted training as a substitute for work experience. **Most** employers required 6-36 months of experience as a Data Processing Equipment Repairer.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** *Somewhat difficult*
- ▶ **Experienced:** *Somewhat difficult*

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** *Small (320)*
- ▶ **Projected New Jobs:** *70*
- ▶ **Openings Due To Separations:** *10*
- ▶ **Occupational Growth:** *Much Faster Than Average (21.9%)*

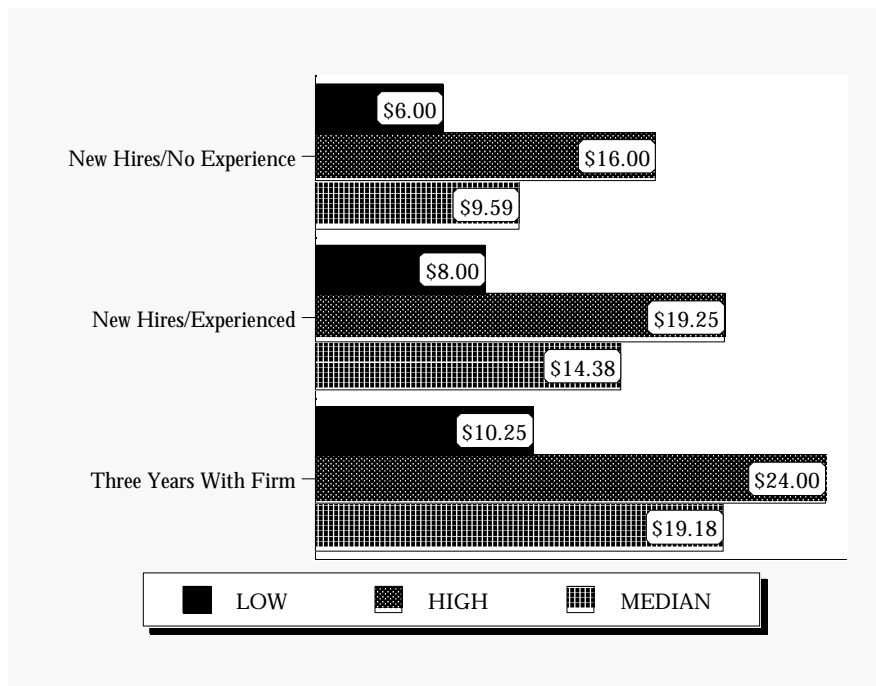
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Computer Related Services
- ▶ Computers, Peripherals & Software
- ▶ Computer and Software Stores
- ▶ Computer Maintenance & Repair

DATA PROCESSING EQUIPMENT REPAIRERS (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **40 hours** a week.

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	60%
Employees' referrals:	33%
In-house promotion or transfer:	27%
Public school or program referrals:	27%
Internet, job fairs, word of mouth or colleges:	27%
Hire unsolicited applicants:	20%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	93%	0%
Paid Sick Leave:	86%	0%
Retirement Plans:	43%	0%
Medical Insurance:	100%	0%
Dental Insurance:	64%	0%
Vision Insurance:	21%	0%
Life Insurance:	57%	0%
Child Care:	7%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** #152
- ▶ **# Of Firms Responding:** 15
- ▶ **Unionization:** Low
- ▶ **Career Ladder:** Data Processing Equipment Repairers may promote to supervisory positions. With a Bachelor's degree, they may become Electronic or Electrical Engineers or go into management.

DRIVER/SALES WORKERS [OES 971170]

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Includes newspaper delivery drivers.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ *Business math skills*
- ▶ *Ability to read invoices*
- ▶ *Record keeping skills*
- ▶ *Cash handling skills*
- ▶ *Bondable*
- ▶ *Map reading skills*
- ▶ *Possession of a valid Class A driver's license*
- ▶ *Knowledge of local streets*
- ▶ *Spreadsheet skills*
- ▶ *Word processing skills*

Physical Abilities:

- ▶ *Ability to pass a pre-employment medical examination*
- ▶ *Ability to lift at least 50 lbs. repeatedly*

Personal or Other Skills:

- ▶ *Good grooming skills*
- ▶ *Ability to work independently*
- ▶ *Possession of a good DMV driving record*
- ▶ *Customer service skills*

Basic Skills:

- ▶ *Ability to read and follow instructions*
- ▶ *Ability to write legibly*
- ▶ *Oral communication skills*

TRAINING, EDUCATION & EXPERIENCE

Most employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have some college but no degree, or less than a high school diploma. **Many** employers **always** required related work experience, but **never** accepted training as a substitute for work experience. **Most** employers required 6-48 months of experience as a Driver or Sales Person.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** *Somewhat difficult*
- ▶ **Experienced:** *Somewhat difficult*

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** *Medium (790)*
- ▶ **Projected New Jobs:** *80*
- ▶ **Openings Due To Separations:** *130*
- ▶ **Occupational Growth:** *Faster Than Average (10.1%)*

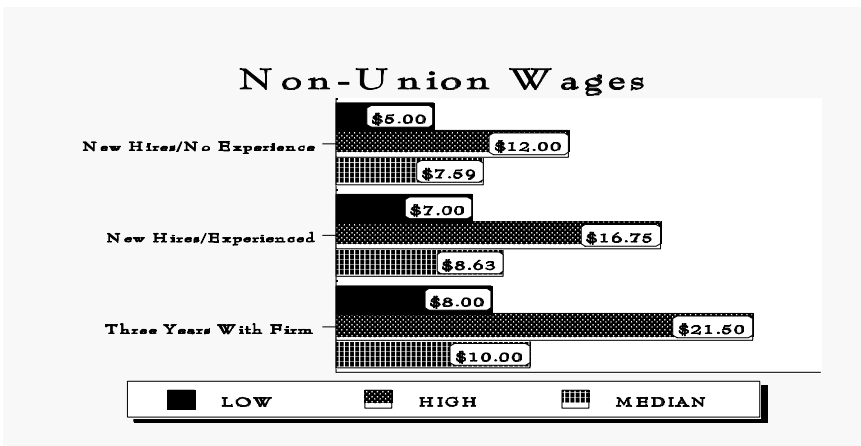
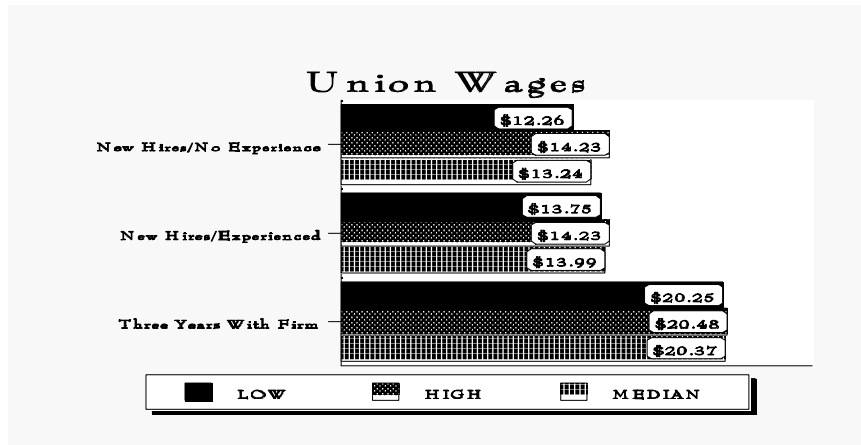
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ *Eating Places*
- ▶ *Groceries and Related Products*

DRIVER/SALES WORKERS (cont.)

HOURLY WAGES (Winter 1996/97)



FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
<i>Paid Vacation:</i>	93%	13%
<i>Paid Sick Leave:</i>	73%	13%
<i>Retirement Plans:</i>	67%	7%
<i>Medical Insurance:</i>	93%	7%
<i>Dental Insurance:</i>	80%	7%
<i>Vision Insurance:</i>	53%	7%
<i>Life Insurance:</i>	60%	7%
<i>Child Care:</i>	0%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** *Not available*
- ▶ **# Of Firms Responding:** 17
- ▶ **Unionization:** *Medium*
- ▶ **Career Ladder:** *Employers indicated promoting workers to higher level positions such as Dispatcher, Supervisor, or Sales Manager.*

WORK PATTERNS

- ▶ **Most** employees are full-time and work **40-50 hours** a week.

Below are percentages of employees that worked a certain shift:

- ▶ Day (95%); Swing (4%); Graveyard (1%)

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

<i>Employees' referrals:</i>	94%
<i>Recruit via newspaper ads:</i>	76%
<i>Private employment agencies:</i>	18%
<i>In-house promotion or transfer:</i>	12%

ELECTRICAL AND ELECTRONIC ENGINEERS [OES 221260]

Electrical and Electronic Engineers design, develop, test and supervise the manufacture and installation of electrical and electronic equipment, components or systems, computers and related equipment and systems for commercial, industrial, military or scientific use. Does not include Sales Engineers.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ *Report writing skills*
- ▶ *Digital circuitry design skills*
- ▶ *Knowledge of microcomputer hardware and operating systems*
- ▶ *Ability to write technical material*
- ▶ *Ability to design analog circuitry*
- ▶ *Ability to design telecommunications networks*
- ▶ *Ability to use Borland C++ programming language*
- ▶ *Knowledge of UNIX*
- ▶ *Computer aided design (CAD) skills*
- ▶ *Ability to use engineering applications software*
- ▶ *Engineering programming skills*
- ▶ *Spreadsheet skills*
- ▶ *Word processing skills*
- ▶ *Database skills*
- ▶ *Desktop publishing skills*

Personal or Other Skills:

- ▶ *Ability to work independently*

Basic Skills:

- ▶ *Ability to read and follow instructions*
- ▶ *Ability to write legibly*
- ▶ *Oral communication skills*
- ▶ *Basic math skills*

TRAINING, EDUCATION & EXPERIENCE

Most employers indicated that recent hires have a Bachelor's degree. **Some** employers indicated that recent hires have done Graduate study. **Many** employers **usually** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Most** employers required 6-120 months of experience as an Electrical or Electronic Engineer. **Most** employers required a Bachelor's degree in Electrical Engineering.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** *Somewhat difficult*
- ▶ **Experienced:** *Somewhat difficult*

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** *Large (1,710)*
- ▶ **Projected New Jobs:** *170*
- ▶ **Openings Due To Separations:** *220*
- ▶ **Occupational Growth:** *Faster Than Average (9.9%)*

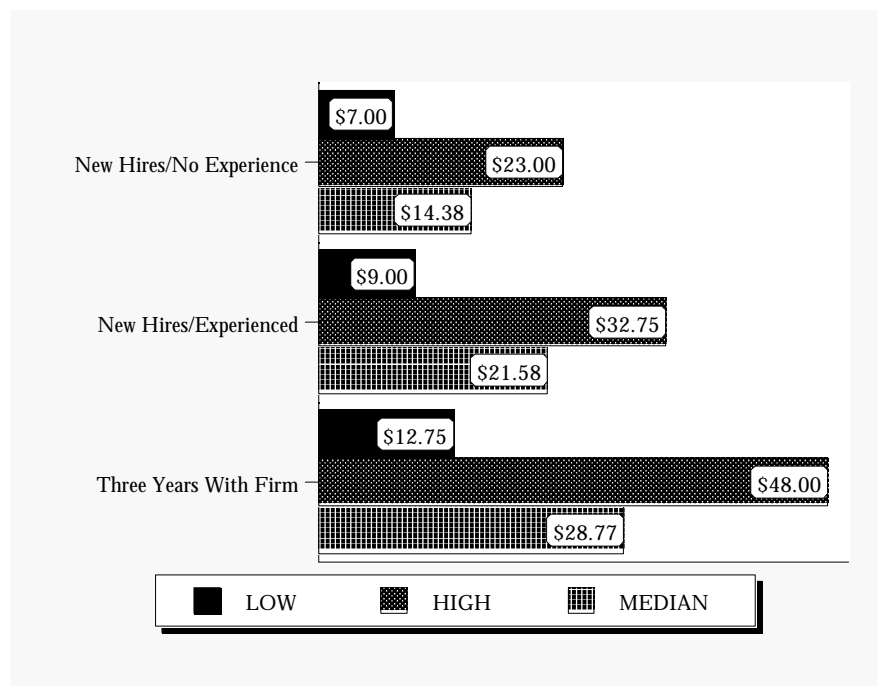
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Noncommercial Research Organizations
- ▶ Commercial Physical Research

ELECTRICAL AND ELECTRONIC ENGINEERS (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **40-50 hours** a week.

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	73%
Employees' referrals:	67%
Hire unsolicited applicants:	40%
Internet or word of mouth:	33%
Private employment agencies:	33%
In-house promotion or transfer:	33%
Public school or program referrals:	33%
Private school referrals:	20%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	100%	7%
Paid Sick Leave:	100%	7%
Retirement Plans:	73%	7%
Medical Insurance:	93%	7%
Dental Insurance:	93%	7%
Vision Insurance:	67%	7%
Life Insurance:	80%	7%
Child Care:	13%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide: #12**
- ▶ **# Of Firms Responding: 15**
- ▶ **Unionization: Low**
- ▶ **Career Ladder:** The entry level position is customarily that of Assistant Engineer. At this level, Engineers conduct standardized tests, prepare data for reports, and perform other routine engineering tasks. From the assistant level, promotional steps may include Associate, Staff, and Senior Engineer positions. Other senior level positions are referred to as Design, Project, or Principal Engineers. Depending on the industry and firm, Engineers often move into managerial, sales, and administrative positions. Many Engineers become engaged in graduate study in engineering or business administration to improve their job skills and enhance their advancement potential.

FIRST LINE SUPERVISORS AND MANAGERS/SUPERVISORS - TRANSPORTATION & MATERIAL MOVING MACHINE/VEHICLE OCCUPATIONS [OES 810110]

First Line Supervisors and Managers/Supervisors in Transportation and Material Moving Machine and Vehicle Occupations directly supervise and coordinate activities of transportation and material moving machine operators. They may supervise helpers assigned to these workers. Managers/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Managers/Supervisors may also engage, in part, in the same material moving work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ Ability to plan and organize the work of others
- ▶ Ability to manage an activity or department
- ▶ Understand FIFO (First-in First-out) inventory management
- ▶ Ability to apply materials resource planning (MRP) techniques
- ▶ Ability to analyze data to solve problems
- ▶ Ability to hire and assign personnel
- ▶ Spreadsheet skills
- ▶ Word processing skills
- ▶ Database skills

Physical Abilities:

- ▶ Ability to operate a fork-lift

Personal or Other Skills:

- ▶ Ability to pay attention to detail
- ▶ Ability to work independently
- ▶ Ability to work under pressure
- ▶ Ability to meet deadlines

Basic Skills:

- ▶ Ability to read and follow instructions
- ▶ Ability to write legibly
- ▶ Oral communication skills
- ▶ Ability to think logically

TRAINING, EDUCATION & EXPERIENCE

Most employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires had some college but no degree, or an Associate's degree. **Most** employers **usually** required related work experience, but **never** accepted training as a substitute for work experience. **Most** employers required 6-60 months of experience as a Freight Forwarder, Forklift Operator, Shipping Clerk, or Warehouse Worker.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** Somewhat difficult
- ▶ **Experienced:** Somewhat difficult

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** Small (170)
- ▶ **Projected New Jobs:** 60
- ▶ **Openings Due To Separations:** 30
- ▶ **Occupational Growth:** Much Faster Than Average (35.3%)

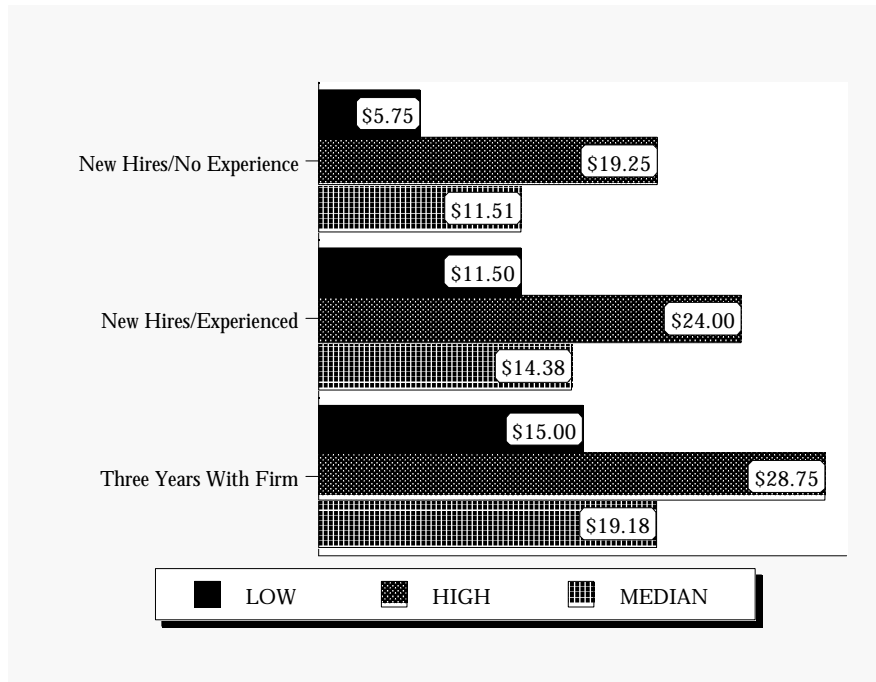
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Air Transportation, Scheduled
- ▶ Local Government

FIRST LINE SUPERVISORS AND MANAGERS/SUPERVISORS - TRANSPORTATION & MATERIAL MOVING MACHINE/VEHICLE OCCUPATIONS *(cont.)*

HOURLY WAGES (Winter 1996/97)



W O R K P A T T E R N S

- ▶ **Most** employees are full-time and work **40 hours** a week.

H I R I N G P R A C T I C E S

Percentages only represent responses from surveyed employers.

Employees' referrals:	50%
Recruit via newspaper ads:	50%
In-house promotion or transfer:	43%
Private employment agencies:	21%
Hire unsolicited applicants:	14%
Brokers or trade publications:	14%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
<i>Paid Vacation:</i>	93%	0%
<i>Paid Sick Leave:</i>	86%	0%
<i>Retirement Plans:</i>	71%	0%
<i>Medical Insurance:</i>	93%	0%
<i>Dental Insurance:</i>	86%	0%
<i>Vision Insurance:</i>	57%	0%
<i>Life Insurance:</i>	79%	0%
<i>Child Care:</i>	0%	0%

A D D I T I O N A L I N F O R M A T I O N

- ▶ **EDD California Occupational Guide:** *Not available*
- ▶ **# Of Firms Responding:** 15
- ▶ **Unionization:** *Low*
- ▶ **Career Ladder:** *Not available.*

FITNESS/Wellness COORDINATORS [DOT 077-127.999]

Fitness/Wellness Coordinators provide health and fitness related information and programs to employees in a business setting. Fitness/Wellness Coordinators also arrange health fairs, seminars, and workshops.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ *Ability to coordinate and implement health programs*
- ▶ *Knowledge of disease prevention*
- ▶ *Knowledge of health and nutrition*
- ▶ *Spreadsheet skills*
- ▶ *Word processing skills*
- ▶ *Database skills*
- ▶ *Desktop publishing skills*

Personal or Other Skills:

- ▶ *Ability to work independently*
- ▶ *Ability to inform and persuade*
- ▶ *Public contact skills*
- ▶ *Ability to work with a variety of cultures*

Basic Skills:

- ▶ *Ability to read and follow instructions*
- ▶ *Ability to write legibly*
- ▶ *Oral communication skills*
- ▶ *Basic math skills*

TRAINING, EDUCATION & EXPERIENCE

Many employers indicated that recent hires have a Bachelor's degree, or have done Graduate study. **Most** employers **always** required related work experience, but **never** accepted training as a substitute for work experience. **Most** employers required 12-36 months of experience as a Nurse or Health Educator. **Many** employers required a School Nurse credential.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** *A little difficult*
- ▶ **Experienced:** *A little difficult*

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** *Not available*
- ▶ **Projected New Jobs:** *Not available*
- ▶ **Openings Due To Separations:** *Not available*
- ▶ **Occupational Growth:** *Not available*

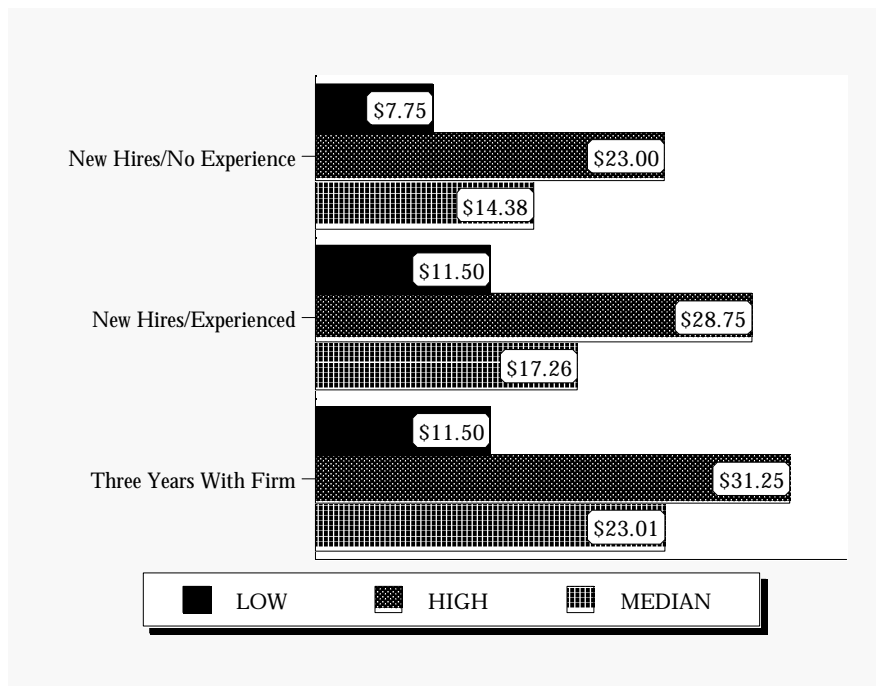
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Not available

FITNESS/WELLNESS COORDINATORS (cont.)

HOURLY WAGES (Winter 1996/97)



FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
<i>Paid Vacation:</i>	83%	8%
<i>Paid Sick Leave:</i>	100%	8%
<i>Retirement Plans:</i>	92%	25%
<i>Medical Insurance:</i>	100%	25%
<i>Dental Insurance:</i>	100%	25%
<i>Vision Insurance:</i>	83%	8%
<i>Life Insurance:</i>	75%	8%
<i>Child Care:</i>	17%	8%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide: 2002D**
- ▶ **# Of Firms Responding: 15**
- ▶ **Unionization: Low**
- ▶ **Career Ladder: Not available.**

WORK PATTERNS

- ▶ **Most** employees are full-time and work **37-40 hours** a week.
- ▶ **Many** employees are part-time and work **16-20 hours** a week.

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

<i>Employees' referrals:</i>	53%
<i>Recruit via newspaper ads:</i>	47%
<i>Public school or program referrals:</i>	47%
<i>In-house promotion or transfer:</i>	27%
<i>Private school referrals:</i>	27%
<i>Hire unsolicited applicants:</i>	13%

FOOD SERVICE MANAGERS [OES 150261]

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Includes Food and Beverage Directors.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ *Business math skills*
- ▶ *Ability to maintain financial records*
- ▶ *Ability to manage an activity or department*
- ▶ *Ability to plan and organize the work of others*
- ▶ *Ability to follow purchasing procedures*
- ▶ *Record keeping skills*
- ▶ *Understanding of inventory techniques*
- ▶ *Ability to hire and assign personnel*
- ▶ *Food preparation skills*
- ▶ *Catering skills*
- ▶ *Ability to write effectively*
- ▶ *Problem solving skills*
- ▶ *Spreadsheet skills*
- ▶ *Word processing skills*

Personal or Other Skills:

- ▶ *Public contact skills*
- ▶ *Ability to work independently*
- ▶ *Ability to work under pressure*
- ▶ *Customer service skills*

Basic Skills:

- ▶ *Ability to read and follow instructions*
- ▶ *Ability to write legibly*
- ▶ *Oral communication skills*

TRAINING, EDUCATION & EXPERIENCE

Many employers indicated that recent hires have an Associate's degree. **Some** employers indicated that recent hires have a high school diploma or equivalent, some college but no degree, or a Bachelor's degree. **Most** employers **always** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Most** employers required 12-36 months of experience as a Restaurant Manager.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** *Somewhat difficult*
- ▶ **Experienced:** *Somewhat difficult*

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** *Medium (560)*
- ▶ **Projected New Jobs:** *60*
- ▶ **Openings Due To Separations:** *50*
- ▶ **Occupational Growth:** *Much Faster Than Average (10.7%)*

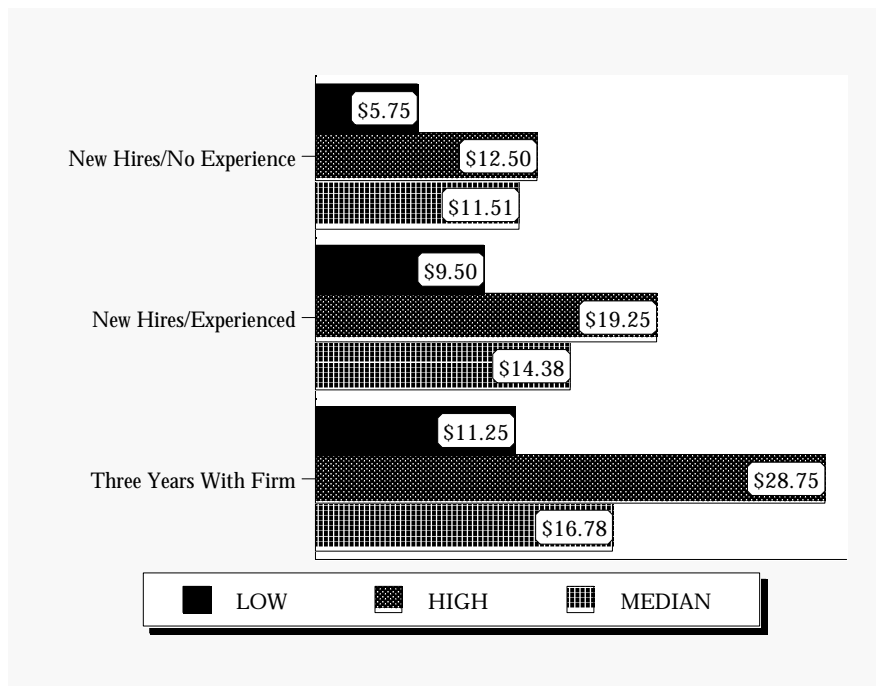
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Eating Places

FOOD SERVICE MANAGERS (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **40-60 hours** a week.

Below are percentages of employees that worked a certain shift:

- ▶ Day (61%); Swing (29%); Graveyard (10%)

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	60%
Employees' referrals:	53%
In-house promotion or transfer:	40%
Hire unsolicited applicants:	13%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	100%	0%
Paid Sick Leave:	80%	0%
Retirement Plans:	60%	0%
Medical Insurance:	100%	0%
Dental Insurance:	93%	0%
Vision Insurance:	67%	0%
Life Insurance:	73%	0%
Child Care:	7%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** #503
- ▶ **# Of Firms Responding:** 15
- ▶ **Unionization:** Low
- ▶ **Career Ladder:** While there are no rigid rules regarding the pattern of promotion, a typical career ladder progresses from Management Trainee to Assistant Manager to Manager. In chain operations, Managers may advance into administrative jobs such as Human Resources (Personnel) Manager and then progress to Operations Manager.

GRAPHIC DESIGNERS [DOT 141-061.998]

Graphic Designers create original artwork using computer layout and design to visually enhance a product, concept, or message. Graphic Designers work closely with Project Managers in advertising and marketing departments.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ *Ability to use graphic design software*
- ▶ *Knowledge of color theory*
- ▶ *Knowledge of multimedia techniques*
- ▶ *Ability to conform to a project's specifications*
- ▶ *Knowledge of computer painting and drawing tools*
- ▶ *Desktop publishing skills*

Physical Abilities:

- ▶ *Possession of good color perception*

Personal or Other Skills:

- ▶ *Willingness to work with close supervision*
- ▶ *Ability to work independently*
- ▶ *High degree of creativity*
- ▶ *Willingness to consistently update skills*

Basic Skills:

- ▶ *Ability to read and follow instructions*
- ▶ *Ability to write legibly*
- ▶ *Oral communication skills*

TRAINING, EDUCATION & EXPERIENCE

Many employers indicated that recent hires have a Bachelor's degree. **Some** employers indicated that recent hires have some college but no degree, or an Associate's degree. **Many** employers **usually** required related work experience, but **most sometimes** accepted training as a substitute for work experience. **Most** employers required 6-24 months of experience as a Graphic Designer. **Many** employers required a Bachelor's degree in Graphic Arts.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** *Somewhat difficult*
- ▶ **Experienced:** *Somewhat difficult*

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** *Not available*
- ▶ **Projected New Jobs:** *Not available*
- ▶ **Openings Due To Separations:** *Not available*
- ▶ **Occupational Growth:** *Not available*

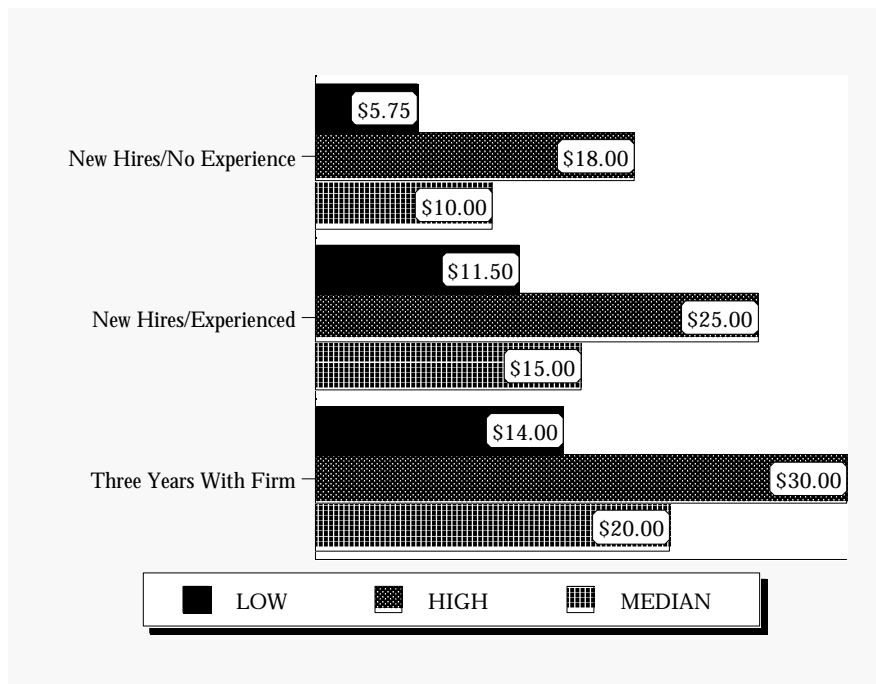
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Not available

GRAPHIC DESIGNERS (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **35-43 hours** a week.

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Employees' referrals:	63%
Recruit via newspaper ads:	50%
In-house promotion or transfer:	25%
Public school or program referrals:	13%
Private school referrals:	13%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	100%	0%
Paid Sick Leave:	90%	0%
Retirement Plans:	40%	0%
Medical Insurance:	100%	0%
Dental Insurance:	60%	0%
Vision Insurance:	40%	0%
Life Insurance:	20%	0%
Child Care:	0%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide: 2006**
- ▶ **# Of Firms Responding: 16**
- ▶ **Unionization:** Low
- ▶ **Career Ladder:** Graphic Artists may advance to Assistant Art Director, Art Director, Design Director, and in some companies, Creative Director of an art or design department. Some may gain enough skills to succeed as a freelancer or may prefer to specialize in a particular area. Others decide to open their own businesses.

HOME HEALTH CARE WORKERS [OES 660110]

Home Health Care Workers Care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. Includes Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ Ability to prepare meals
- ▶ Possession of a CNA certificate
- ▶ Possession of a HHA certificate
- ▶ Possession of a valid driver's license
- ▶ Ability to write effectively
- ▶ CPR certification
- ▶ Word processing skills

Physical Abilities:

- ▶ Ability to pass a pre-employment physical
- ▶ Ability to transfer patients

Personal or Other Skills:

- ▶ Possession of a reliable vehicle
- ▶ Ability to work independently
- ▶ Ability to work under pressure

Basic Skills:

- ▶ Ability to read and follow instructions
- ▶ Ability to write legibly
- ▶ Oral communication skills

TRAINING, EDUCATION & EXPERIENCE

Most employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have some college but no degree, or less than a high school diploma. **Many** employers **sometimes** required related work experience, and **sometimes** accepted training as a substitute for work experience. **Most** employers required 3-24 months of experience as a Home Health Aide, Caregiver, or Certified Nurse Assistant.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** A little difficult
- ▶ **Experienced:** Somewhat difficult

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** Small (180)
- ▶ **Projected New Jobs:** 50
- ▶ **Openings Due To Separations:** 20
- ▶ **Occupational Growth:** Much Faster Than Average (27.8%)

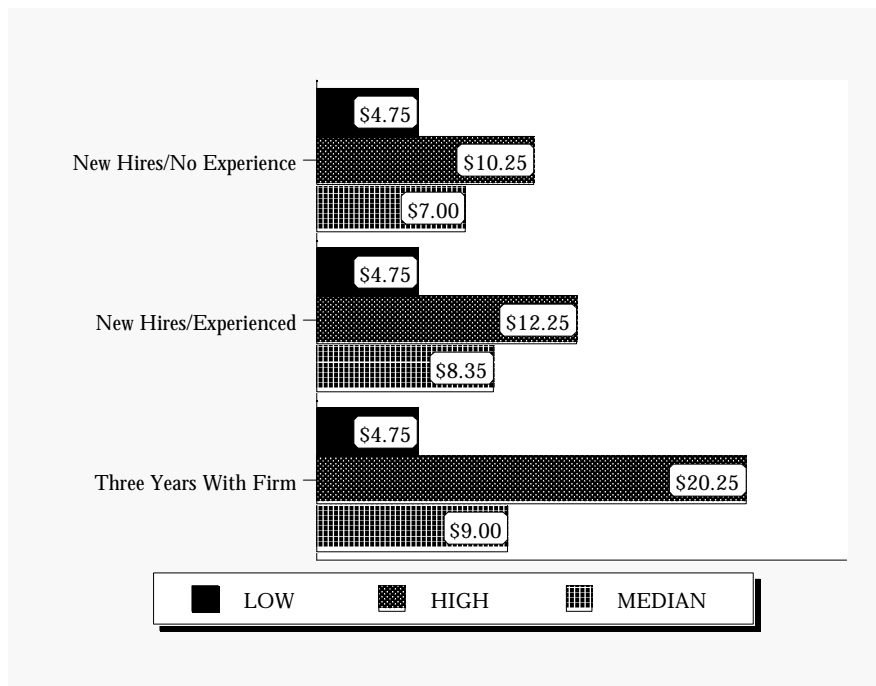
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Residential Care
- ▶ Home Health Care Services
- ▶ Help Supply Services

HOME HEALTH CARE WORKERS (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Some** employees are full-time and work **40-70 hours** a week.
- ▶ **Many** employees are part-time and work **20-40 hours** a week.
- ▶ **Some** employees are temporary or on-call and work **2-30 hours** a week.

Below are percentages of employees that worked a certain shift:

- ▶ Day (50%); Swing (33%); Graveyard (16%); Other (1%)

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	75%
Employees' referrals:	44%
Public school or program referrals:	38%
Hire unsolicited applicants:	25%
ROP, internet or flyers:	19%
Private employment agencies:	13%
Private school referrals:	13%
Employment Development Department:	13%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	80%	0%
Paid Sick Leave:	50%	0%
Retirement Plans:	0%	0%
Medical Insurance:	70%	0%
Dental Insurance:	20%	0%
Vision Insurance:	0%	0%
Life Insurance:	10%	10%
Child Care:	0%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** #461
- ▶ **# Of Firms Responding:** 16
- ▶ **Unionization:** Medium
- ▶ **Career Ladder:** Opportunities for promotion in this occupation are meager. With additional training, Aides can become Medical Assistants, Licensed Vocational Nurses or Registered Nurses.

INSTRUCTORS AND COACHES - SPORTS AND PHYSICAL TRAINING [OES 313210]

Sports and Physical Training Instructors and Coaches instruct or coach groups or individuals in the fundamentals of sports. They demonstrate techniques and methods of participation and observe and inform participants of corrective measures necessary to improve their skills. Does not include persons required to hold teaching credentials or who coach professional athletic teams.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ Knowledge of physiology
- ▶ Knowledge of the rules for various sports
- ▶ Ability to demonstrate and coach reducing exercises
- ▶ Ability to perform and teach calisthenics
- ▶ Exercise equipment use skills
- ▶ Knowledge of sports medicine
- ▶ Ability to perform CPR
- ▶ Ability to administer emergency first aid
- ▶ Word processing skills

Personal or Other Skills:

- ▶ Understanding of a variety of cultures
- ▶ Leadership skills
- ▶ Possession of a clean police record
- ▶ Willingness to work with close supervision
- ▶ Ability to work independently
- ▶ Ability to exercise patience
- ▶ Customer service skills

Basic Skills:

- ▶ Ability to read and follow instructions
- ▶ Oral communication skills
- ▶ Basic math skills

TRAINING, EDUCATION & EXPERIENCE

Many employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have a Bachelor's degree, or some college but no degree. **Many** employers **usually** required related work experience, but **never** accepted training as a substitute for work experience. **Most** employers required 4-60 months of experience as a Sports Instructor or Coach.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** A little difficult
- ▶ **Experienced:** A little difficult

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** Small (450)
- ▶ **Projected New Jobs:** 80
- ▶ **Openings Due To Separations:** 10
- ▶ **Occupational Growth:** Much Faster Than Average (17.8%)

Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Physical Fitness Facilities
- ▶ Amusement and Recreation
- ▶ Membership Sports & Recreation Clubs

INSTRUCTORS AND COACHES - SPORTS AND PHYSICAL TRAINING (cont.)

HOURLY WAGES (Winter 1996/97)



FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
<i>Paid Vacation:</i>	100%	20%
<i>Paid Sick Leave:</i>	100%	20%
<i>Retirement Plans:</i>	40%	20%
<i>Medical Insurance:</i>	100%	20%
<i>Dental Insurance:</i>	80%	20%
<i>Vision Insurance:</i>	20%	0%
<i>Life Insurance:</i>	80%	20%
<i>Child Care:</i>	20%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** *Not available*
- ▶ **# Of Firms Responding:** 16
- ▶ **Unionization:** *Low*
- ▶ **Career Ladder:** *Not available*

WORK PATTERNS

- ▶ **Some** employees are full-time and work **40 hours** a week.
- ▶ **Many** employees are part-time and work **12-20 hours** a week.
- ▶ **Some** employees are seasonal and work **5-20 hours** a week.

Below are percentages of employees that worked a certain shift:

- ▶ Day (63%); Swing (37%)

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

<i>Employees' referrals:</i>	94%
<i>Public school or program referrals:</i>	38%
<i>Recruit via newspaper ads:</i>	31%
<i>Hire unsolicited applicants:</i>	25%
<i>In-house promotion or transfer:</i>	13%
<i>Private school referrals:</i>	13%

LODGING MANAGERS [OES 150262]

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization or department that provides lodging such as hotels, motels, or tourist courts.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ *Business math skills*
- ▶ *Ability to maintain financial records*
- ▶ *Ability to manage an activity or department*
- ▶ *Ability to plan and organize the work of others*
- ▶ *Ability to follow purchasing procedures*
- ▶ *Record keeping skills*
- ▶ *Understanding of inventory techniques*
- ▶ *Ability to hire and assign personnel*
- ▶ *Catering skills*
- ▶ *Ability to write effectively*
- ▶ *Problem solving skills*
- ▶ *Word processing skills*
- ▶ *Spreadsheet skills*
- ▶ *Database skills*

Personal or Other Skills:

- ▶ *Willingness to work with close supervision*
- ▶ *Ability to work independently*
- ▶ *Ability to work under pressure*
- ▶ *Public contact skills*
- ▶ *Customer service skills*

Basic Skills:

- ▶ *Ability to read and follow instructions*
- ▶ *Ability to write legibly*
- ▶ *Oral communication skills*

TRAINING, EDUCATION & EXPERIENCE

Many employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have an Associate's degree, Bachelor's degree, or some college but no degree. **Most** employers **usually** required related work experience, but **many** **sometimes** or **never** accepted training as a substitute for work experience. **Most** employers required 6-60 months of experience as a Lodging Manager.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** *Somewhat difficult*
- ▶ **Experienced:** *Somewhat difficult*

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** *Small (230)*
- ▶ **Projected New Jobs:** *30*
- ▶ **Openings Due To Separations:** *20*
- ▶ **Occupational Growth:** *Much Faster Than Average (13.0%)*

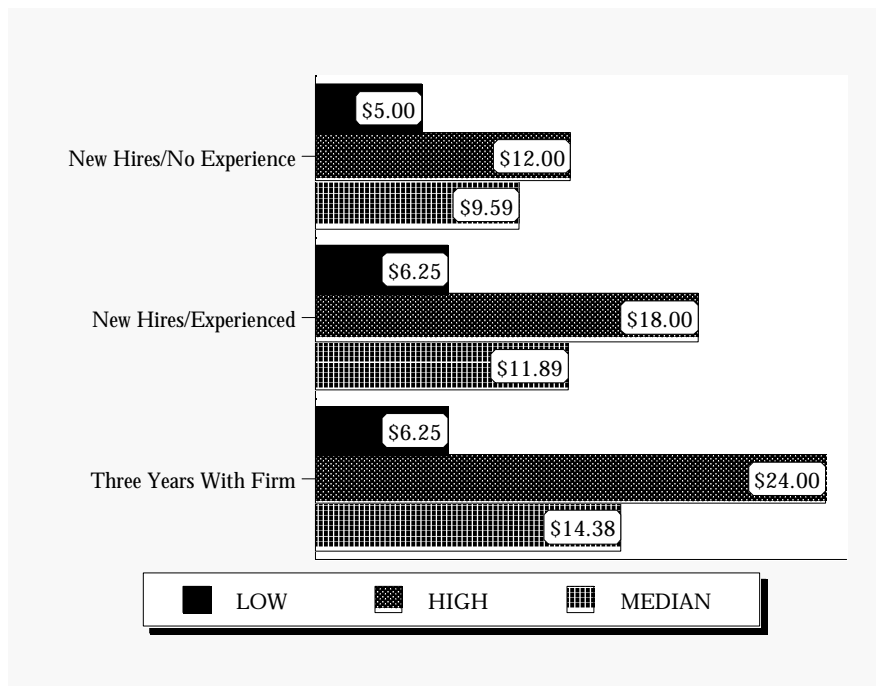
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Hotels and Motels

LODGING MANAGERS (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **40-50 hours** a week.

Below are percentages of employees that worked a certain shift:

- ▶ Day (72%); Swing (22%); Graveyard (6%)

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	60%
Employees' referrals:	40%
In-house promotion or transfer:	27%
Private employment agencies:	13%
Business publications or head hunters:	13%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	100%	0%
Paid Sick Leave:	60%	0%
Retirement Plans:	50%	0%
Medical Insurance:	80%	0%
Dental Insurance:	60%	0%
Vision Insurance:	40%	0%
Life Insurance:	70%	0%
Child Care:	0%	10%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** #114
- ▶ **# Of Firms Responding:** 15
- ▶ **Unionization:** Low
- ▶ **Career Ladder:** There are no rigid rules regarding the pattern of promotion to the job of Hotel Manager. Managers or Executive Assistants are frequently selected from a front-office or department-head position. Willingness to relocate is essential for advancement in a chain-operated hotel.

MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGERS [OES 130110]

Marketing, Advertising, and Public Relations Managers formulate marketing policies, direct sales activities, and plan, organize, and direct advertising and public relations activities for a department, an entire organization, or on an account basis.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ *Ability to manage an activity or department*
- ▶ *Ability to analyze and use market research data and reports*
- ▶ *Understanding of labor relations practices*
- ▶ *Media advertising sales skills*
- ▶ *Ability to write effectively*
- ▶ *Word processing skills*
- ▶ *Spreadsheet skills*
- ▶ *Database skills*
- ▶ *Desktop publishing skills*

Personal or Other Skills:

- ▶ *Ability to work independently*
- ▶ *Willingness to travel*
- ▶ *Ability to meet deadlines*
- ▶ *Ability to maintain good customer relationships*
- ▶ *Ability to maintain good business relationships*
- ▶ *Ability to manage unexpected situations or circumstances*
- ▶ *Ability to manage multiple priorities*

Basic Skills:

- ▶ *Ability to write legibly*
- ▶ *Oral communication skills*
- ▶ *Basic math skills*

TRAINING, EDUCATION & EXPERIENCE

Most employers indicated that recent hires have a Bachelor's degree. **Some** employers indicated that recent hires have done Graduate study. **Most** employers **always** required related work experience, but **many never** accepted training as a substitute for work experience. **Most** employers required 3-120 months of experience in Marketing. **Many** employers required a Bachelor's degree in Marketing.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** *A little difficult*
- ▶ **Experienced:** *A little difficult*

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** *Very Large (2,000)*
- ▶ **Projected New Jobs:** *200*
- ▶ **Openings Due To Separations:** *230*
- ▶ **Occupational Growth:** *Faster Than Average (10.0%)*

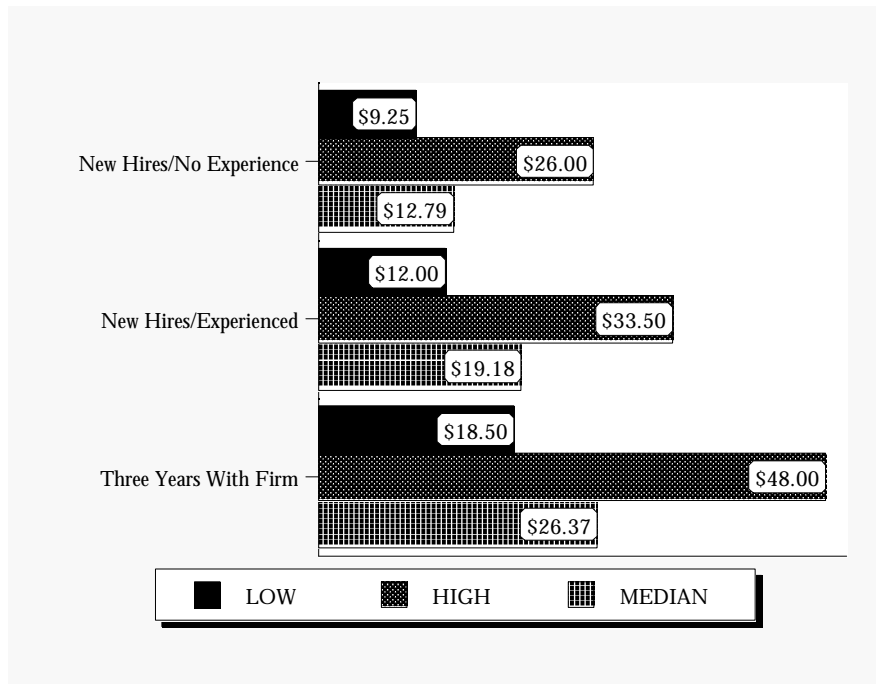
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Computer Integrated Systems Design
- ▶ Pharmaceutical Preparations

MARKETING, ADVERTISING, AND PUBLIC RELATIONS MANAGER (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **40-60 hours** a week.

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

<i>In-house promotion or transfer:</i>	81%
<i>Employees' referrals:</i>	63%
<i>Recruit via newspaper ads:</i>	50%
<i>Private employment agencies:</i>	44%
<i>Internet or career centers:</i>	25%
<i>Hire unsolicited applicants::</i>	13%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
<i>Paid Vacation:</i>	94%	0%
<i>Paid Sick Leave:</i>	94%	0%
<i>Retirement Plans:</i>	63%	0%
<i>Medical Insurance:</i>	100%	6%
<i>Dental Insurance:</i>	94%	6%
<i>Vision Insurance:</i>	75%	6%
<i>Life Insurance:</i>	69%	6%
<i>Child Care:</i>	0%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** *Not available*
- ▶ **# Of Firms Responding:** 16
- ▶ **Unionization:** *Low*
- ▶ **Career Ladder:** *Employers indicated promoting workers to higher level positions such as Marketing Directors.*

MEDICAL ASSISTANTS [OES 660050]

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ *Ability to apply sterilization techniques*
- ▶ *Knowledge of inventory procedures*
- ▶ *Telephone answering skills*
- ▶ *Knowledge of medical terminology*

Personal or Other Skills:

- ▶ *Willingness to work with close supervision*
- ▶ *Ability to work independently*
- ▶ *Ability to handle crisis situations*

Basic Skills:

- ▶ *Ability to read and follow instructions*
- ▶ *Ability to write legibly*
- ▶ *Oral communication skills*
- ▶ *Basic math skills*

TRAINING, EDUCATION & EXPERIENCE

Some employers indicated that recent hires have some college but no degree, an Associate's degree, a high school diploma or equivalent, or a Bachelor's degree. **Many** employers **usually** required related work experience, but **most sometimes** accepted training as a substitute for work experience. **Most** employers required 6-24 months of experience as a Medical Assistant.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** *Somewhat difficult*
- ▶ **Experienced:** *A little difficult*

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** *Medium (570)*
- ▶ **Projected New Jobs:** *70*
- ▶ **Openings Due To Separations:** *30*
- ▶ **Occupational Growth:** *Much Faster Than Average (12.3%)*

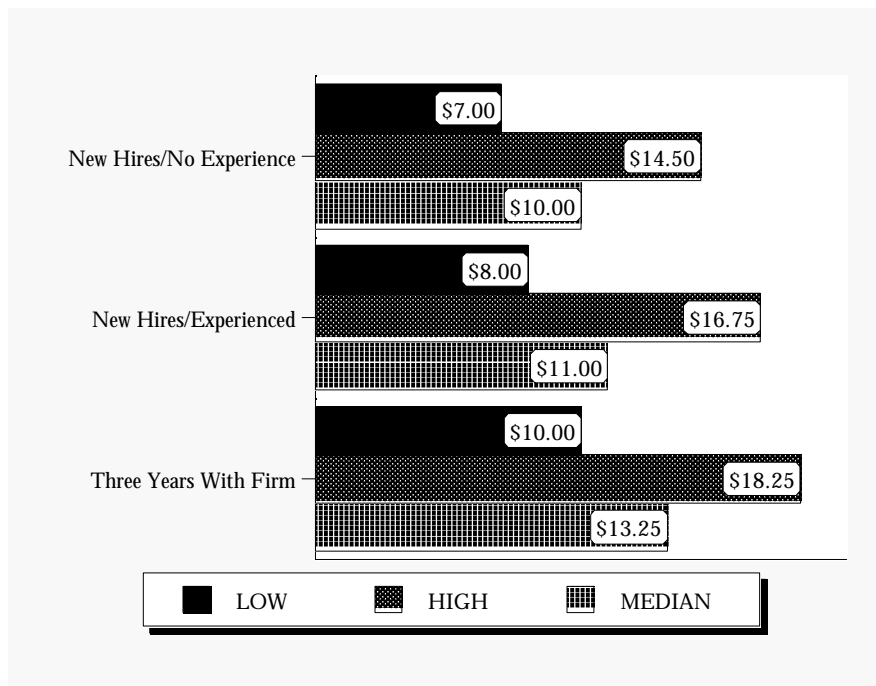
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ *Offices & Clinics of Medical Doctors*

MEDICAL ASSISTANTS (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **40 hours** a week.
- ▶ **Some** employees are part-time and work **14-35 hours** a week.

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	72%
Employees' referrals:	61%
In-house promotion or transfer:	39%
Private employment agencies:	33%
Public school or program referrals:	17%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	100%	33%
Paid Sick Leave:	100%	33%
Retirement Plans:	72%	11%
Medical Insurance:	100%	6%
Dental Insurance:	67%	0%
Vision Insurance:	33%	0%
Life Insurance:	72%	6%
Child Care:	0%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide: #513**
- ▶ **# Of Firms Responding: 18**
- ▶ **Unionization:** Low
- ▶ **Career Ladder:** Advancement for Medical Assistants is usually limited to salary increase and more responsible duties. In large medical facilities, those with leadership abilities may advance to the position of Office Manager. In general, however, promotional opportunities are limited, especially in small offices.

NETWORK CONTROL TECHNICIANS [DOT 031-262.995]

Network Control Technicians assist in the set-up, testing, and troubleshooting of Local Area Networks (LANs) and Wide Area Networks (WANs). Network Control Technicians work closely with LAN Managers and also repair and replace systems as necessary.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ Up-to-date knowledge of LAN software
- ▶ Ability to explain technical information to non-technical users
- ▶ Ability to install both hardware and software
- ▶ Spreadsheet skills
- ▶ Word processing skills
- ▶ Database skills
- ▶ Knowledge of e-mail protocol and procedures
- ▶ Ability to troubleshoot

Physical Abilities:

- ▶ Mechanical aptitude

Personal or Other Skills:

- ▶ Ability to provide own hand tools
- ▶ Ability to work independently
- ▶ Public contact skills

Basic Skills:

- ▶ Ability to read and follow instructions
- ▶ Ability to write legibly
- ▶ Oral communication skills
- ▶ Basic math skills

TRAINING, EDUCATION & EXPERIENCE

Many employers indicated that recent hires have a Bachelor's degree. Some employers indicated that recent hires have an Associate's degree, a high school diploma or equivalent, or some college but no degree. **Most** employers **always** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Most** employers required 1-24 months of experience in Systems Administration or Network Support.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** A little difficult
- ▶ **Experienced:** Somewhat difficult

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** Not available
- ▶ **Projected New Jobs:** Not available
- ▶ **Openings Due To Separations:** Not available
- ▶ **Occupational Growth:** Not available

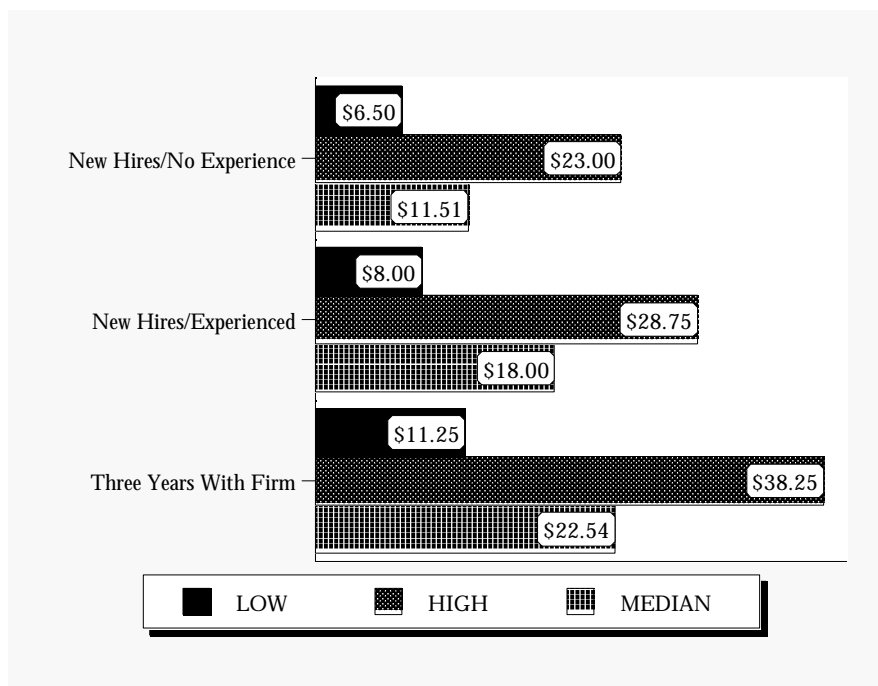
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Not available

NETWORK CONTROL TECHNICIANS (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **40-60 hours** a week.
- ▶ **Some** employees are part-time and work **5-30 hours** a week.
- ▶ **Some** employees are temporary or on-call and work **2-40 hours** a week.

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	73%
Employees' referrals:	60%
Internet:	53%
Private employment agencies:	27%
In-house promotion or transfer:	20%
Public school or program referrals:	20%
Hire unsolicited applicants:	13%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	87%	7%
Paid Sick Leave:	93%	7%
Retirement Plans:	40%	7%
Medical Insurance:	93%	7%
Dental Insurance:	80%	7%
Vision Insurance:	47%	0%
Life Insurance:	47%	0%
Child Care:	7%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** #2001A
- ▶ **# Of Firms Responding:** 15
- ▶ **Unionization:** Low
- ▶ **Career Ladder:** Employers indicated promoting workers to higher level positions such as Microcomputer Technicians, Network Engineers and MIS Directors.

OFFSET LITHOGRAPHIC PRESS SETTERS AND SET-UP OPERATORS [OES 925120]

Offset Lithographic Press Setters and Set-up Operators set up or set up and operate offset printing presses to print single and multicolor copy from lithographic plates. They examine job orders to determine press operating time, quantity to be printed and stock specifications.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ Ability to operate multicolor presses
- ▶ Offset printing skills
- ▶ Desktop publishing skills

Physical Abilities:

- ▶ Possession of good color perception
- ▶ Ability to stand continuously for 2 or more hours
- ▶ Ability to perform precision work

Personal or Other Skills:

- ▶ Willingness to work with close supervision
- ▶ Ability to work independently
- ▶ Possession of a mechanical aptitude
- ▶ Public contact skills

Basic Skills:

- ▶ Ability to read and follow instructions
- ▶ Ability to write legibly
- ▶ Oral communication skills
- ▶ Basic math skills

TRAINING, EDUCATION & EXPERIENCE

Most employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have some college but no degree, or less than a high school diploma. **Most** employers **always** required related work experience, but **never** accepted training as a substitute for work experience. **Most** employers required 12-60 months of experience as a Press Person.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** Somewhat difficult
- ▶ **Experienced:** Somewhat difficult

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** Small (280)
- ▶ **Projected New Jobs:** 30
- ▶ **Openings Due To Separations:** 30
- ▶ **Occupational Growth:** Much Faster Than Average (10.7%)

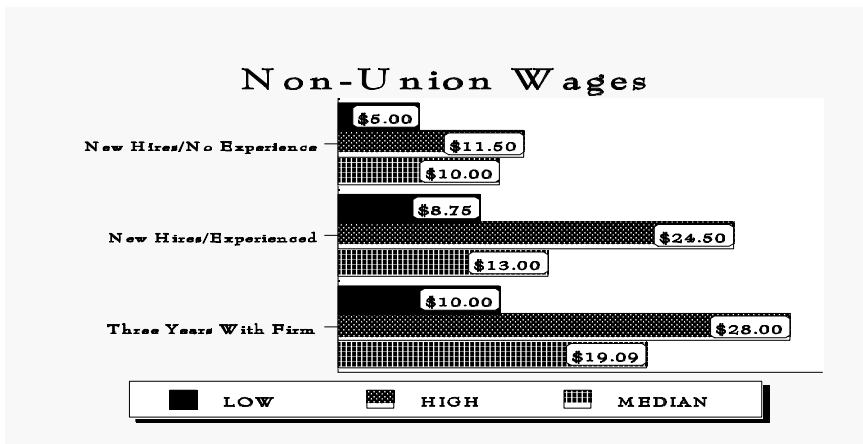
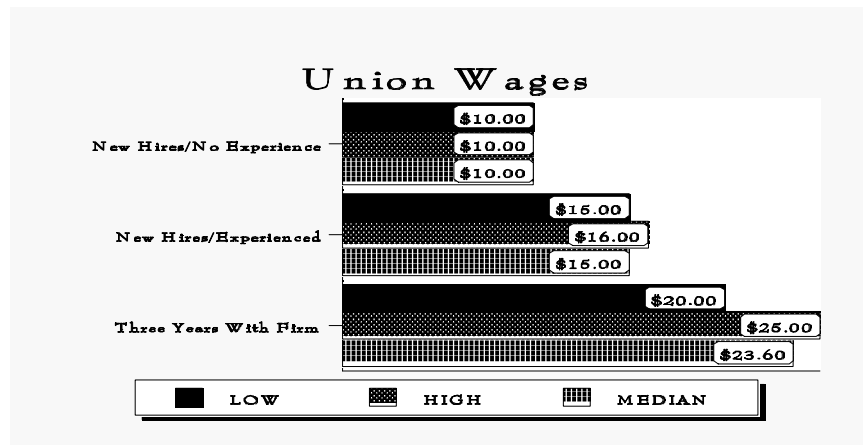
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Commercial Printing, Lithographic
- ▶ Commercial Printing
- ▶ Periodicals

OFFSET LITHOGRAPHIC PRESS SETTERS AND SET-UP OPERATORS (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **35-50 hours** a week.

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	74%
Employees' referrals:	58%
In-house promotion or transfer:	16%
Public school or program referrals:	11%
Private school referrals:	11%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	100%	0%
Paid Sick Leave:	72%	0%
Retirement Plans:	33%	0%
Medical Insurance:	100%	0%
Dental Insurance:	67%	0%
Vision Insurance:	50%	0%
Life Insurance:	33%	0%
Child Care:	6%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide: #71**
- ▶ **# Of Firms Responding: 19**
- ▶ **Unionization: Medium**
- ▶ **Career Ladder:** Press Operators may advance in pay and responsibility by taking a job working on a more complex printing press. For example, a One-Color Sheet-Fed Operator may, through experience and demonstrated ability, become a Four-Color Sheet-Fed Press Operator. Others may advance to Pressroom Supervisor and become responsible for the work of the entire press crew. All workers should expect to be retrained from time to time to handle new improved equipment.

OPTICIANS - DISPENSING AND MEASURING [OES 325140]

Opticians design, measure, fit, and adapt lenses and frames for clients according to written optical prescriptions or specifications. They assist clients with selecting frames according to style and color, measure customers for size of eyeglasses and coordinate frames with facial and eye measurements and optical prescription. In addition, they prepare work orders for optical laboratories containing instructions for grinding and mounting lenses in frames, verify the exactness of finished lens spectacles, adjust frame and lens position to fit clients, and shape or reshape frames. Includes Contact Lens Opticians.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ Ability to apply sales techniques
- ▶ Ability to read prescriptions for corrective lenses
- ▶ Ability to prepare work orders for corrective lenses
- ▶ Knowledge of ophthalmic optics
- ▶ Contact lens fitting skills
- ▶ Word processing skills

Physical Abilities:

- ▶ Good vision
- ▶ Possession of good color perception

Personal or Other Skills:

- ▶ Willingness to work with close supervision
- ▶ Ability to work independently
- ▶ Public contact skills

Basic Skills:

- ▶ Ability to read and follow instructions
- ▶ Ability to write legibly
- ▶ Oral communication skills
- ▶ Basic math skills

TRAINING, EDUCATION & EXPERIENCE

Many employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have some college but no degree, or an Associate's degree. **Many** employers **usually** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Most** employers required 6-60 months of experience as an Optician.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** Somewhat difficult
- ▶ **Experienced:** Somewhat difficult

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** Small (290)
- ▶ **Projected New Jobs:** 30
- ▶ **Openings Due To Separations:** 50
- ▶ **Occupational Growth:** Faster Than Average (10.3%)

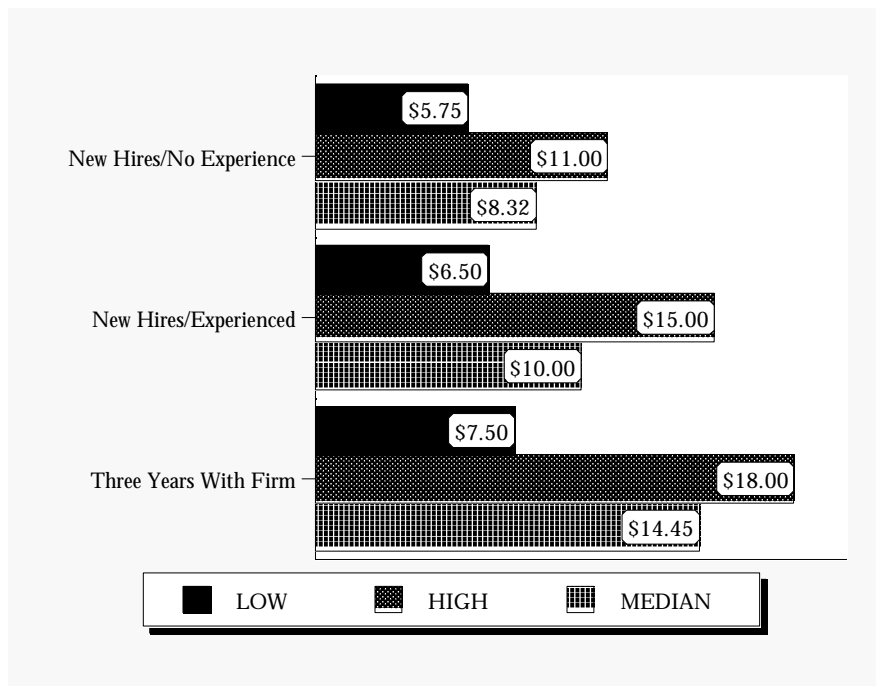
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Offices & Clinics of Optometrists
- ▶ Optical Goods Stores

OPTICIANS - DISPENSING AND MEASURING (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **32-42 hours** a week.
- ▶ **Some** employees are part-time and work **5-27 hours** a week.

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	63%
Employees' referrals:	31%
Public school or program referrals:	19%
Private school referrals:	19%
Hire unsolicited applicants:	13%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	93%	7%
Paid Sick Leave:	80%	7%
Retirement Plans:	27%	0%
Medical Insurance:	100%	0%
Dental Insurance:	47%	0%
Vision Insurance:	80%	13%
Life Insurance:	27%	0%
Child Care:	7%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** #167
- ▶ **# Of Firms Responding:** 16
- ▶ **Unionization:** Low
- ▶ **Career Ladder:** Advancement usually means increased earnings and responsibility as Opticians gain experience and continue their education. In large retail optical stores, Dispensing Opticians may advance to management positions. Still others enter the wholesale optical industry of lenses, frames, optical instruments, or tools.

PHARMACISTS [OES 325170]

Pharmacists compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ Supervisory skills
- ▶ Understanding of good diet and nutrition
- ▶ Record keeping skills
- ▶ Knowledge of disease processes
- ▶ Ability to calculate weights and measures
- ▶ Knowledge of over-the-counter medications
- ▶ Understanding of health insurance
- ▶ Understanding of Medicare rules and regulations
- ▶ Understanding of Medi-Cal rules and regulations
- ▶ Understanding of inventory techniques
- ▶ Understanding of common illnesses
- ▶ Understanding of drug interactions and side effects
- ▶ Database skills
- ▶ Word processing skills

Physical Abilities:

- ▶ Good vision
- ▶ Ability to perform precision work

Personal or Other Skills:

- ▶ Understanding of a variety of cultures
- ▶ Ability to work independently
- ▶ Customer service skills

Basic Skills:

- ▶ Ability to read and follow instructions
- ▶ Ability to write legibly
- ▶ Oral communication skills
- ▶ Basic math skills

TRAINING, EDUCATION & EXPERIENCE

Most employers indicated that recent hires have done Graduate study. **Some** employers indicated that recent hires have a Bachelor's degree. **Many** employers **usually** required related work experience, but **sometimes** or **never** accepted training as a substitute for work experience. **Most** employers required 5-24 months of experience as a Pharmacist and a Doctor of Pharmacy degree.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** Somewhat difficult
- ▶ **Experienced:** Somewhat difficult

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** Small (360)
- ▶ **Projected New Jobs:** 50
- ▶ **Openings Due To Separations:** 60
- ▶ **Occupational Growth:** Much Faster Than Average (13.9%)

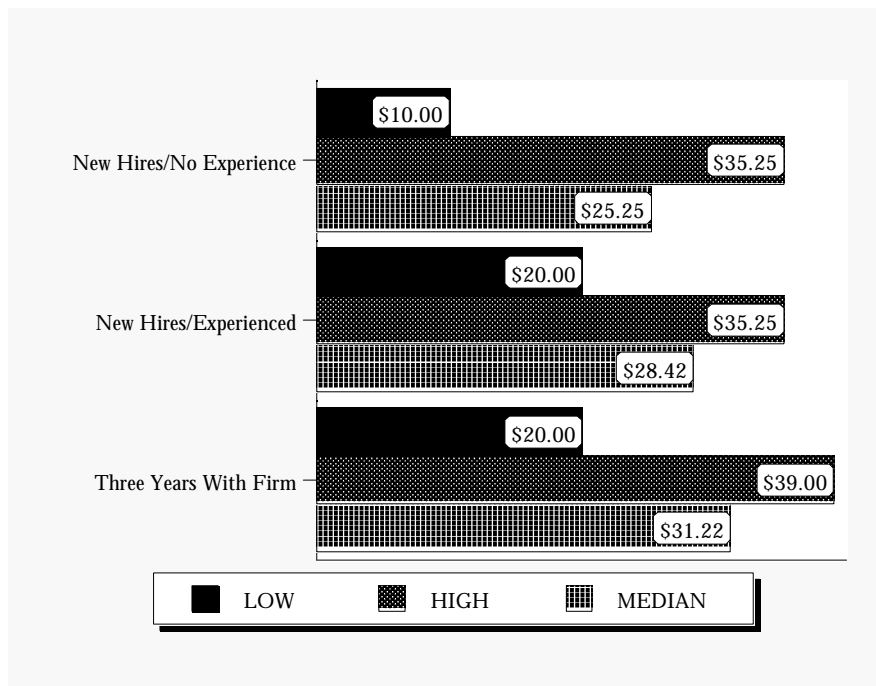
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Drug Stores and Proprietary Stores
- ▶ General Medical & Surgical Hospitals

PHARMACISTS (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **40 hours** a week.
- ▶ **Some** employees are part-time and work **9-32 hours** a week.
- ▶ **Some** employees are temporary or on-call and work **2-30 hours** a week.

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Employees' referrals:	67%
Recruit via newspaper ads:	60%
Pharmacy associations or internet:	20%
Hire unsolicited applicants:	20%
Public school or program referrals:	13%
Employment Development Department:	13%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	100%	45%
Paid Sick Leave:	82%	45%
Retirement Plans:	64%	27%
Medical Insurance:	82%	36%
Dental Insurance:	73%	36%
Vision Insurance:	73%	36%
Life Insurance:	64%	27%
Child Care:	9%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** #159
- ▶ **# Of Firms Responding:** 15
- ▶ **Unionization:** Low
- ▶ **Career Ladder:** Pharmacists often begin as employees in community pharmacies. After they gain experience and secure the necessary capital, they may become owners or part owners of pharmacies. A pharmacist with experience in a chain drugstore may advance to a managerial position, and later to a higher executive position within the company. Hospital pharmacists who have the necessary training and experience may advance to Director of Pharmacy Service or to other administrative positions. Pharmacists in manufacturing often have opportunities for advancement in management, sales, research, quality control, advertising, production, packaging, and other areas.

PHYSICAL THERAPISTS [OES 323080]

Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ *Record keeping skills*
- ▶ *Knowledge of geriatrics*
- ▶ *Knowledge of pediatrics*
- ▶ *Knowledge of sports medicine*
- ▶ *Knowledge of cardiac rehabilitation*
- ▶ *Ability to write effectively*
- ▶ *Problem solving skills*
- ▶ *Word processing skills*

Physical Abilities:

- ▶ *Manual dexterity*
- ▶ *Knowledge of body mechanics*

Personal or Other Skills:

- ▶ *Willingness to work with close supervision*
- ▶ *Ability to work independently*
- ▶ *Possession of a mechanical aptitude*
- ▶ *Ability to work as part of a team*

Basic Skills:

- ▶ *Ability to read and follow instructions*
- ▶ *Ability to write legibly*
- ▶ *Oral communication skills*
- ▶ *Basic math skills*

TRAINING, EDUCATION & EXPERIENCE

Most employers indicated that recent hires have done Graduate study. **Many** employers indicated that recent hires have a Bachelor's degree. **Most** employers **always** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Most** employers required 10-39 months of experience as a Physical Therapist and a Physical Therapy license.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** *A little difficult*
- ▶ **Experienced:** *Somewhat difficult*

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** *Small (230)*
- ▶ **Projected New Jobs:** *40*
- ▶ **Openings Due To Separations:** *30*
- ▶ **Occupational Growth:** *Much Faster Than Average (17.4%)*

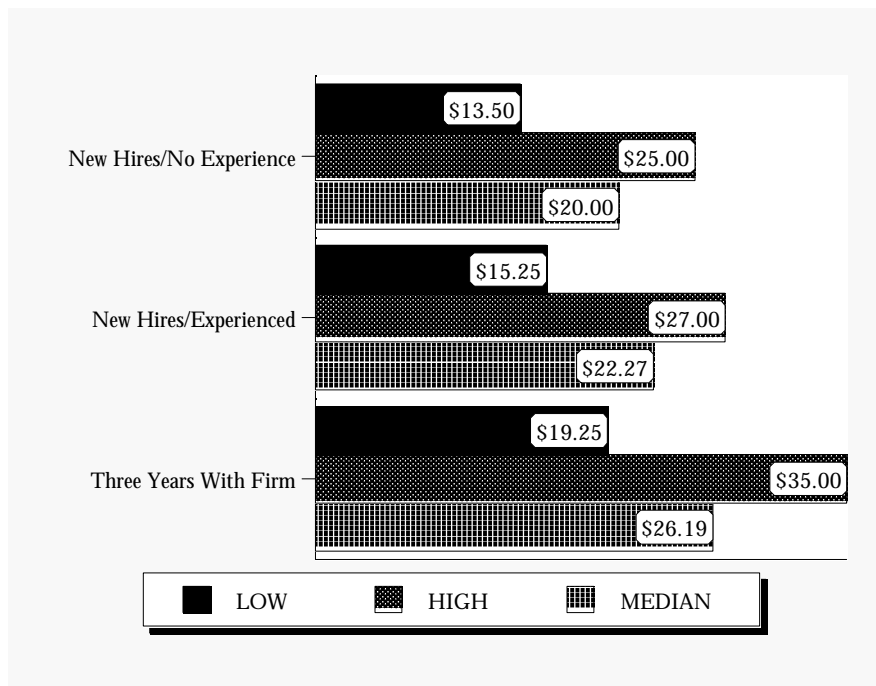
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ General Medical & Surgical Hospitals
- ▶ Offices of Health Practitioners
- ▶ Offices & Clinics of Medical Doctors

PHYSICAL THERAPISTS (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **40-50 hours** a week.
- ▶ **Some** employees are part-time and work **4-25 hours** a week.
- ▶ **Some** employees are temporary or on-call and work **4-10 hours** a week.

Below are percentages of employees that worked a certain shift:

- ▶ Day (98%); Swing (2%)

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	81%
Employees' referrals:	56%
Hire unsolicited applicants:	31%
Professional publications:	19%
In-house promotion or transfer:	13%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	100%	33%
Paid Sick Leave:	100%	33%
Retirement Plans:	60%	27%
Medical Insurance:	100%	33%
Dental Insurance:	80%	33%
Vision Insurance:	40%	20%
Life Insurance:	67%	27%
Child Care:	13%	7%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** #117
- ▶ **# Of Firms Responding:** 16
- ▶ **Unionization:** Low
- ▶ **Career Ladder:** Promotional avenues in the private sector are basically unstructured and advancement in government service requires success on promotional examinations. In both private and public sectors, experience and ability are the keys to advancement. An advanced degree in physical therapy is sometimes a prerequisite for appointment to supervisory, administrative, teaching, or research positions. Some therapists set up a private practice and accept patients referred by local physicians.

PLUMBERS, PIPEFITTERS, AND STEAMFITTERS [OES 875020]

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ Ability to use hand tools
- ▶ Gas welding skills
- ▶ Soldering skills
- ▶ Understanding of building codes
- ▶ Possession of a valid driver's license

Physical Abilities:

- ▶ Ability to lift at least 50 lbs. repeatedly

Personal or Other Skills:

- ▶ Willingness to work with close supervision
- ▶ Ability to work independently
- ▶ Possession of a reliable vehicle
- ▶ Public contact skills
- ▶ Possession of a good DMV driving record

Basic Skills:

- ▶ Oral communication skills
- ▶ Ability to write legibly
- ▶ Ability to read and follow instructions
- ▶ Basic math skills

TRAINING, EDUCATION & EXPERIENCE

Most employers indicated that recent hires have a high school diploma or equivalent. **Many** employers **usually** required related work experience, but **most sometimes** accepted training as a substitute for work experience. **Most** employers required 6-60 months of experience as a Plumber.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** A little difficult
- ▶ **Experienced:** A little difficult

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** Large (930)
- ▶ **Projected New Jobs:** 0
- ▶ **Openings Due To Separations:** 120
- ▶ **Occupational Growth:** Stable (0.0%)

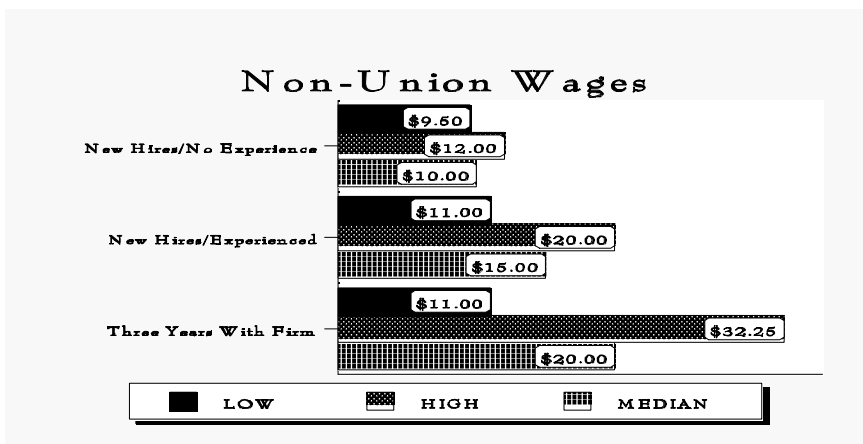
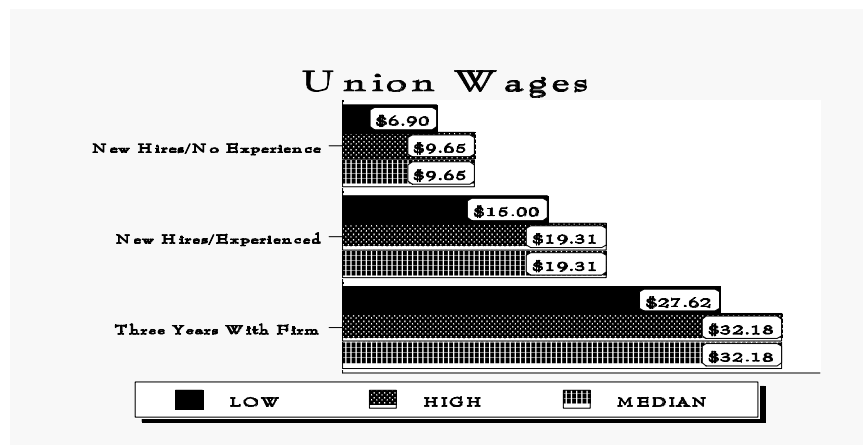
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Plumbing, Heating, and Air-Conditioning

PLUMBERS, PIPEFITTERS, AND STEAMFITTERS (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **40 hours** a week.

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Union hall referrals:	65%
Recruit via newspaper ads:	35%
Employees' referrals:	18%
Word of mouth:	12%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

BENEFITS	FT	PT
Paid Vacation:	88%	6%
Paid Sick Leave:	81%	6%
Retirement Plans:	88%	0%
Medical Insurance:	100%	0%
Dental Insurance:	100%	0%
Vision Insurance:	81%	0%
Life Insurance:	88%	0%
Child Care:	0%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** #173
- ▶ **# Of Firms Responding:** 17
- ▶ **Unionization:** High
- ▶ **Career Ladder:** Upon completion of apprenticeship programs, apprentice Plumbers advance to journey-level pay scales and responsibilities. In large firms, a journey-level Plumber may advance to Supervisor or Superintendent. Self-employment as a plumbing contractor is also a possibility. Persons with considerable experience in plumbing may become Plumbing Inspectors.

PRODUCTION, PLANNING, AND EXPEDITING CLERKS [OES 580080]

The duties of Production, Planning, and Expediting Clerks are primarily clerical in nature and involve coordinating and expediting the flow of work and materials within or between departments of an establishment according to production schedules. This includes reviewing and distributing production schedules and work orders, conferring with department supervisors to determine progress of work and completion dates, and compiling reports on progress of work and production problems. Their duties may also include scheduling workers and estimating costs, routing and delivering parts to insure production quotas are met, and scheduling shipment of parts. They may keep inventory of material in departments and insure that merchandise is shipped by vendor on the promised date, and write special orders for services and merchandise.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ Ability to apply materials resource planning (MRP) techniques
- ▶ Cost estimating skills
- ▶ Ability to analyze data to solve problems
- ▶ Telephone answering skills
- ▶ Ability to write effectively
- ▶ Problem solving skills
- ▶ Ability to apply inventory control methods
- ▶ Database skills
- ▶ Spreadsheet skills

Physical Abilities:

- ▶ Ability to stand for prolonged periods

Personal or Other Skills:

- ▶ Ability to pay attention to detail
- ▶ Ability to work independently
- ▶ Ability to work under pressure

Basic Skills:

- ▶ Ability to read and follow instructions
- ▶ Ability to write legibly
- ▶ Oral communication skills
- ▶ Basic math skills
- ▶ Ability to think logically

TRAINING, EDUCATION & EXPERIENCE

Most employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have a Bachelor's degree, or some college but no degree. **Most** employers **usually** required related work experience, but **sometimes** accepted training as a substitute for work experience. **Most** employers required 6-36 months of experience in Production, Customer Service or Planning.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** A little difficult
- ▶ **Experienced:** A little difficult

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** Medium (870)
- ▶ **Projected New Jobs:** 110
- ▶ **Openings Due To Separations:** 130
- ▶ **Occupational Growth:** Much Faster Than Average (12.6%)

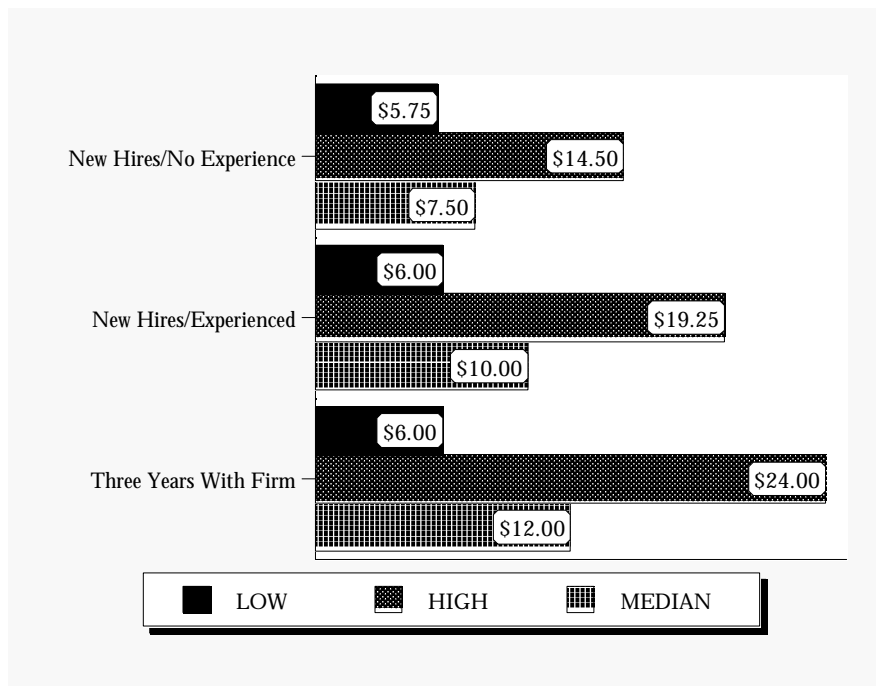
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Air Transportation, Scheduled

PRODUCTION, PLANNING, AND EXPEDITING CLERKS (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **40 hours** a week.

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Employees' referrals:	73%
Recruit via newspaper ads:	67%
In-house promotion or transfer:	13%
Public school or program referrals:	13%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	80%	0%
Paid Sick Leave:	67%	0%
Retirement Plans:	53%	0%
Medical Insurance:	100%	0%
Dental Insurance:	87%	0%
Vision Insurance:	60%	0%
Life Insurance:	60%	0%
Child Care:	0%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** #433
- ▶ **# Of Firms Responding:** 15
- ▶ **Unionization:** Low
- ▶ **Career Ladder:** Production Coordinators may advance to higher levels within their own classification, to supervisory positions, or may work up to Production Planner or Production/Materials Manager. Depending on the company, production planning or management may require additional education, typically a Bachelor's degree in Business or Industrial Engineering. Also considered desirable are APICS courses and certification in such areas as production-activity control master planning and material requirements planning (MRP).

TELEMARKETERS, NEWS AND STREET VENDORS, TELEPHONE SOLICITORS, DOOR-TO-DOOR SALES WORKERS AND RELATED WORKERS [OES 490260]

Telemarketers, News and Street Vendors, Telephone Solicitors, Door-to-Door Sales Workers and Other Related Workers deliver newspapers to subscribers; solicit orders for merchandise or service over telephone; or sell products, such as food and jewelry on the street, door-to-door, or at places of recreation and amusement.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ *Ability to apply sales techniques*
- ▶ *Telephone sales skills*
- ▶ *Ability to perform route sales*
- ▶ *Ability to process orders*
- ▶ *Word processing skills*
- ▶ *Database skills*

Personal or Other Skills:

- ▶ *Ability to work independently*
- ▶ *Customer service skills*

Basic Skills:

- ▶ *Ability to read and follow instructions*
- ▶ *Ability to write legibly*
- ▶ *Oral communication skills*

TRAINING, EDUCATION & EXPERIENCE

Most employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have some college but no degree. **Most** employers **sometimes** required related work experience, and **many sometimes** accepted training as a substitute for work experience. **Most** employers required 1-24 months of experience in Telemarketing.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** *A little difficult*
- ▶ **Experienced:** *Somewhat difficult*

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** *Small (270)*
- ▶ **Projected New Jobs:** *30*
- ▶ **Openings Due To Separations:** *40*
- ▶ **Occupational Growth:** *Much Faster Than Average (11.1%)*

Source: EDD Projections of Employment 1992-1998

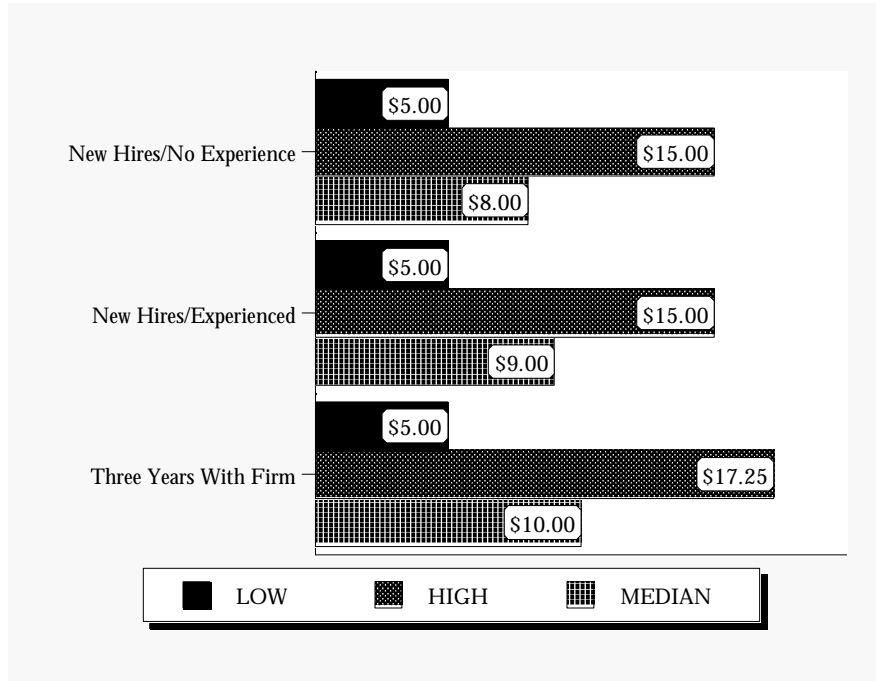
WHERE THE JOBS ARE

- ▶ Noncommercial Research Organizations
- ▶ Direct Selling Establishments

TELEMARKETERS, NEWS AND STREET VENDORS, TELEPHONE SOLICITORS, DOOR-TO-DOOR SALES WORKERS AND RELATED WORKERS

(cont.)

HOURLY WAGES (Winter 1996/97)



FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
<i>Paid Vacation:</i>	83%	33%
<i>Paid Sick Leave:</i>	50%	33%
<i>Retirement Plans:</i>	17%	17%
<i>Medical Insurance:</i>	100%	17%
<i>Dental Insurance:</i>	33%	0%
<i>Vision Insurance:</i>	0%	0%
<i>Life Insurance:</i>	17%	0%
<i>Child Care:</i>	0%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** *Not available*
- ▶ **# Of Firms Responding:** 15
- ▶ **Unionization:** *Low*
- ▶ **Career Ladder:** *Employers indicated promoting workers to higher level positions in areas such as Sales, Marketing and Management.*

WORK PATTERNS

- ▶ **Many** employees are full-time and work **34-40 hours** a week.
- ▶ **Some** employees are part-time and work **16-25 hours** a week.
- ▶ **Some** employees are temporary or on-call and work **16-40 hours** a week.

Below are percentages of employees that worked a certain shift:

- ▶ Day (72%); Swing (28%)

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

<i>Recruit via newspaper ads:</i>	93%
<i>Employees' referrals:</i>	57%
<i>Public school or program referrals:</i>	29%
<i>In-house promotion or transfer:</i>	14%
<i>Private school referrals:</i>	14%
<i>Employment Development Department:</i>	14%

VETERINARIANS AND VETERINARY INSPECTORS [OES 321140]

Veterinarians and Veterinary Inspectors diagnose and treat diseases and dysfunctions of animals. They may engage in a particular function, such as research and development, consultation, administration, technical writing, sale or production of commercial products, or render technical services to commercial firms or other organizations. Includes Veterinary Inspectors.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ Knowledge of disease processes
- ▶ Ability to administer medications
- ▶ Infection control skills
- ▶ Knowledge of medications and medical supplies
- ▶ Ability to recognize sick animals
- ▶ Ability to use syringe, start IV and/or draw blood
- ▶ Ability to take temperature of sick animals
- ▶ Ability to perform spay and neutering procedures
- ▶ Understanding of Health Department regulations
- ▶ Ability to refer to medical texts
- ▶ Ability to maintain progress notes and treatment summaries
- ▶ Word processing skills

Physical Abilities:

- ▶ Ability to stand for long periods of time
- ▶ Ability to lift at least 40 lbs.

Personal or Other Skills:

- ▶ Willingness to work with close supervision
- ▶ Ability to work independently
- ▶ Ability to handle crisis situations
- ▶ Public contact skills

Basic Skills:

- ▶ Ability to read and follow instructions
- ▶ Ability to write legibly
- ▶ Oral communication skills
- ▶ Basic math skills

TRAINING, EDUCATION & EXPERIENCE

Most employers indicated that recent hires have done Graduate study. **Many** employers **usually** or **always** required related work experience, but **most sometimes** accepted training as a substitute for work experience. **Most** employers required 12-48 months of experience as a Veterinarian and a Doctor of Veterinary Medicine degree.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** Somewhat difficult
- ▶ **Experienced:** Somewhat difficult

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** Small (250)
- ▶ **Projected New Jobs:** 50
- ▶ **Openings Due To Separations:** 40
- ▶ **Occupational Growth:** Much Faster Than Average (20.0%)

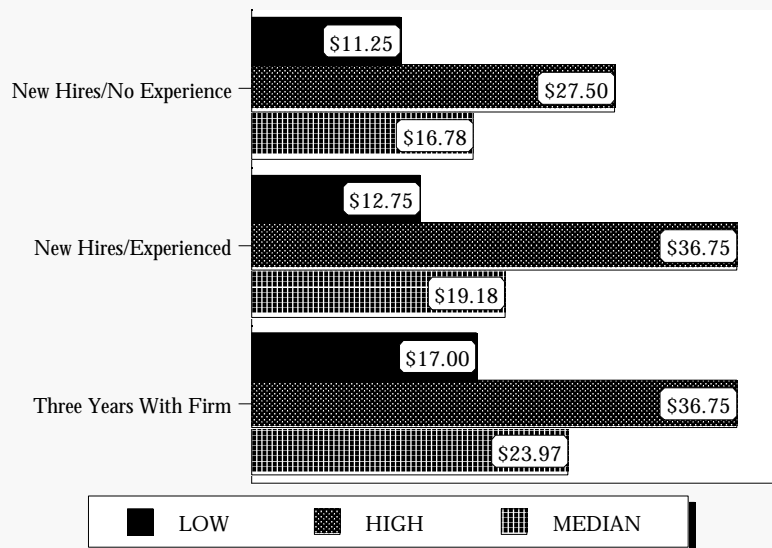
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Veterinary & Animal Services

VETERINARIANS AND VETERINARY INSPECTORS (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **36-60 hours** a week.
- ▶ **Some** employees are part-time and work **18-30 hours** a week.
- ▶ **Some** employees are temporary or on-call and work **10-20 hours** a week.

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Recruit via newspaper ads:	50%
Word of mouth, associations or professional publications:	50%
Employees' referrals:	44%
Private school referrals:	19%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

BENEFITS

	<u>FT</u>	<u>PT</u>
Paid Vacation:	71%	0%
Paid Sick Leave:	50%	0%
Retirement Plans:	50%	0%
Medical Insurance:	86%	0%
Dental Insurance:	36%	0%
Vision Insurance:	7%	0%
Life Insurance:	21%	0%
Child Care:	0%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** #282
- ▶ **# Of Firms Responding:** 16
- ▶ **Unionization:** Low
- ▶ **Career Ladder:** *Beginning Veterinarians going into private practice usually accept positions in established group practices. If the group practice is a small one, this might mean having to buy into the partnership. Experienced Veterinarians may decide to open their own practices. Establishing a new practice requires a substantial financial investment.*

WAITERS AND WAITRESSES [OES 650080]

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Does not include workers who only work at counters.

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ Cash handling skills
- ▶ Ability to organize and prioritize
- ▶ Good memory skills
- ▶ Computer skills

Physical Abilities:

- ▶ Ability to stand continuously for 2 or more hours
- ▶ Ability to lift at least 30 lbs. repeatedly

Personal or Other Skills:

- ▶ Willingness to work with close supervision
- ▶ Ability to work independently
- ▶ Ability to work under pressure
- ▶ Good grooming skills
- ▶ Customer service skills

Basic Skills:

- ▶ Ability to read and follow instructions
- ▶ Ability to write legibly
- ▶ Oral communication skills
- ▶ Basic math skills
- ▶ Ability to follow oral instructions

TRAINING, EDUCATION & EXPERIENCE

Many employers indicated that recent hires have a high school diploma or equivalent, or some college but no degree. **Some** employers indicated that recent hires have less than a high school diploma. **Many** employers **sometimes** required related work experience, but **most sometimes** accepted training as a substitute for work experience. **Most** employers required 6-24 months of experience as a Food Server.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** Somewhat difficult
- ▶ **Experienced:** Somewhat difficult

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** Very Large (5,030)
- ▶ **Projected New Jobs:** 250
- ▶ **Openings Due To Separations:** 1,480
- ▶ **Occupational Growth:** Slower Than Average (5.0%)

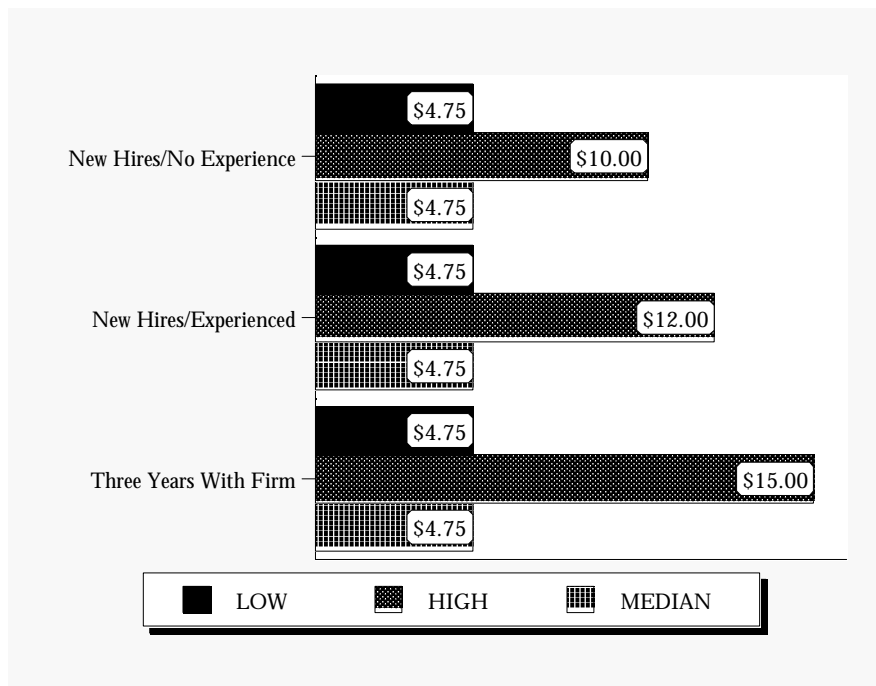
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Eating Places

WAITERS AND WAITRESSES (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Many** employees are full-time and work **32-40 hours** a week.
- ▶ **Some** employees are part-time and work **10-30 hours** a week.
- ▶ **Some** employees are temporary or on-call and work **20 hours** a week.

Below are percentages of employees that worked a certain shift:

- ▶ Day (57%); Swing (43%)

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Employees' referrals:	75%
Recruit via newspaper ads:	56%
Hire unsolicited applicants:	50%
In-house promotion or transfer:	38%
Public school or program referrals:	13%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

<u>BENEFITS</u>	<u>FT</u>	<u>PT</u>
Paid Vacation:	71%	7%
Paid Sick Leave:	29%	7%
Retirement Plans:	21%	0%
Medical Insurance:	93%	14%
Dental Insurance:	71%	14%
Vision Insurance:	43%	7%
Life Insurance:	43%	7%
Child Care:	7%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide: #42**
- ▶ **# Of Firms Responding: 16**
- ▶ **Unionization: Low**
- ▶ **Career Ladder:** The opportunities for advancement for Waiters and Waitresses is usually limited to finding a job in a larger restaurant where tip earnings are better. A few advance to supervisory jobs, such as Head Waiter, Dining Room Supervisor, or Restaurant Manager.

WELDERS AND CUTTERS [OES 939140]

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints

OCCUPATIONAL SKILLS, ABILITIES & REQUIREMENTS

Qualifications employers rated as important for job entry are listed below:

Technical Skills:

- ▶ *Ability to read blueprints*
- ▶ *Gas welding skills*
- ▶ *Ability to use precision tools*
- ▶ *Ability to pass a work performance test*

Physical Abilities:

- ▶ *Ability to stand continuously for 2 or more hours*

Personal or Other Skills:

- ▶ *Ability to work independently*
- ▶ *Possession of a mechanical aptitude*
- ▶ *Willingness to work with close supervision*

Basic Skills:

- ▶ *Oral communication skills*
- ▶ *Ability to write legibly*
- ▶ *Ability to read and follow instructions*
- ▶ *Basic math skills*

TRAINING, EDUCATION & EXPERIENCE

Most employers indicated that recent hires have a high school diploma or equivalent. **Some** employers indicated that recent hires have less than a high school diploma. **Most** employers **always** required related work experience, but **many sometimes** accepted training as a substitute for work experience. Most employers required 6-60 months of experience as a Welder.

SUPPLY & DEMAND ASSESSMENT

Degree of difficulty employers have finding qualified applicants

- ▶ **Inexperienced:** *A little difficult*
- ▶ **Experienced:** *Somewhat difficult*

EMPLOYMENT STATISTICS & TRENDS

- ▶ **Occupation Size:** *Small (340)*
- ▶ **Projected New Jobs:** *10*
- ▶ **Openings Due To Separations:** *50*
- ▶ **Occupational Growth:** *Slower Than Average (2.9%)*

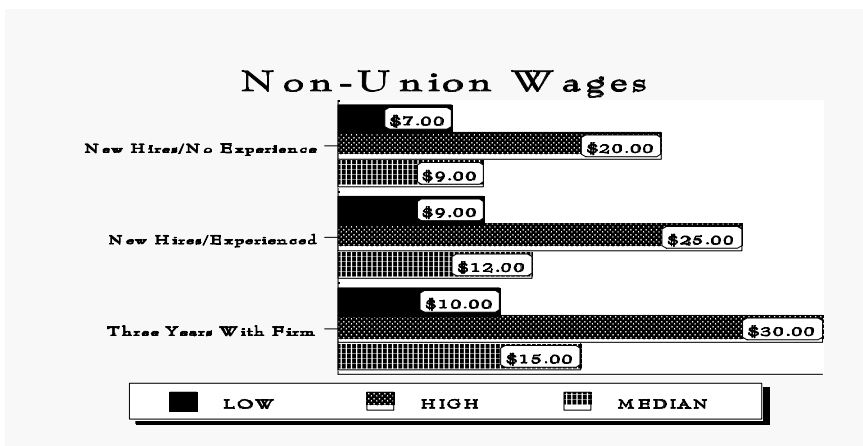
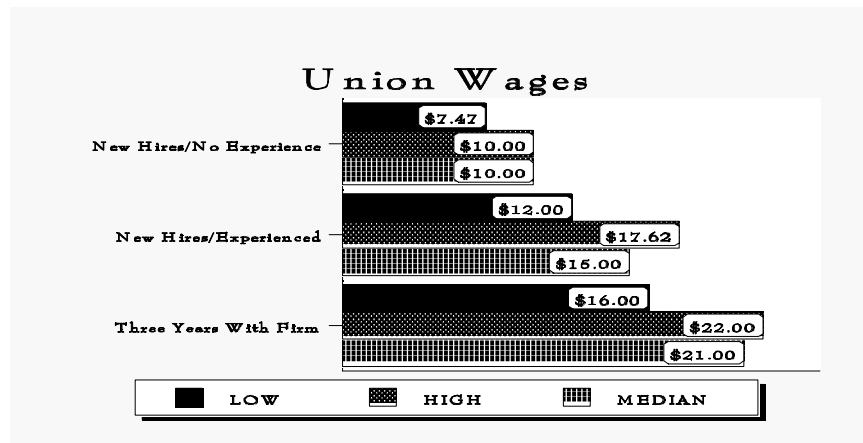
Source: EDD Projections of Employment 1992-1998

WHERE THE JOBS ARE

- ▶ Industrial Machinery
- ▶ Welding Repair

WELDERS AND CUTTERS (cont.)

HOURLY WAGES (Winter 1996/97)



WORK PATTERNS

- ▶ **Most** employees are full-time and work **40 hours** a week.

HIRING PRACTICES

Percentages only represent responses from surveyed employers.

Employees' referrals:	53%
Recruit via newspaper ads:	33%
Employment Development Department:	33%
Union hall referrals:	27%
In-house promotion or transfer:	20%
Private employment agencies:	13%
Hire unsolicited applicants:	13%
Public school or program referrals:	13%

FRINGE BENEFITS

Percentages only represent responses from surveyed employers.

BENEFITS	FT	PT
Paid Vacation:	100%	0%
Paid Sick Leave:	64%	0%
Retirement Plans:	71%	0%
Medical Insurance:	100%	0%
Dental Insurance:	93%	0%
Vision Insurance:	71%	0%
Life Insurance:	86%	0%
Child Care:	0%	0%

ADDITIONAL INFORMATION

- ▶ **EDD California Occupational Guide:** #84
- ▶ **# Of Firms Responding:** 15
- ▶ **Unionization:** Medium
- ▶ **Career Ladder:** Routes to advancement vary with the employer, location and type of work. The most common step is from journey-level worker to lead or Job-Shop Supervisor. Some Welders who have the necessary capital open job shops of their own. Welders and Cutters with the required experience and training may advance to Inspector or may become Welding Instructors.

A P P E N D I X



Accountants and Auditors, 1992
 Adjustment Clerks, 1993
 Administrative Services Managers, 1994
 Aircraft Mechanics (Technician), 1990
 Animal Caretakers - Except Farm, 1993
 Appraisers - Real Estate, 1993
 Artists and Related Workers, 1991
 Asbestos Removers, 1992
 Automotive Body and Related Repairers, 1987, 1992, 1994
 Automotive Mechanics, 1988, 1991
 Bakers-Bread and Pastry, 1990
 Bill and Account Collectors, 1990
 Billing, Cost, and Rate Clerks, 1991
 Bindery Machine Operators, 1995
 Bio-Technology Research Assistants, 1995
 Biological, Agricultural, and Food Technicians Technologists-Ex Health, 1993
 Bookkeeping, Accounting, and Auditing Clerks Incl Bookkeepers, 1987, 1991, 1995
 Brick Masons, 1995
 Brokerage Clerks, 1992
 Bus and Truck Mechanics, and Diesel Engine Specialists, 1988, 1989, 1994
 Bus Drivers, 1990
 Butchers and Meat Cutters, 1989
 Carpenters, 1990
 Carpet Cutters, Diagrammers, and Seamers, 1992
 Carpet Installers, 1992
 Cashiers, 1988, 1992, 1995
 Central Office and PBX Installers and Repairers, 1992
 Child Care Workers, 1992
 Computer Engineers, 1994
 Computer Operators, 1987, 1992
 Computer Programmers, 1989, 1992
 Computer Repairers, 1987
 Concrete and Terrazzo Finishers, 1993
 Cooks-Institution or Cafeteria, 1992
 Cooks-Restaurant, 1995
 Cooks-Short Order, 1988
 Cooks-Specialty Fast Food, 1991
 Cost Estimators, 1990, 1994
 Counter and Rental Clerks, 1990
 Credit Analysts, 1993
 Customer Service Representatives - Utilities, 1991

Data Entry Keyers-Except Composing, 1987, 1991
 Data Processing Equipment Repairers, 1989
 Dayworkers (Housecleaner), 1988
 Delivery Drivers/Couriers, 1987
 Dental Assistants, 1988, 1992, 1995
 Dental Hygienists, 1990, 1993
 Dental Laboratory Technicians-Precision, 1990, 1995
 Desk-Top Publishers (Computer Graphics), 1993
 Dining Room and Cafeteria Attendants and Bartender Helpers, 1991
 Dispatchers - Police, Fire, and Ambulance, 1989
 Dispatchers-Except Police, Fire, and Ambulance, 1994
 Drafters, 1989, 1991
 Electrical and Electronic Engineering Technicians/Technologists, 1991, 1993
 Electricians, 1992
 Electroencephalograph Technicians and Technologists, 1992
 Electronic Home Entertainment Equipment Repairers, 1991
 Electronics Assemblers, 1987, 1988
 Electronics Technicians, 1987, 1988
 Elevator Installers and Repairers, 1994
 Emergency Medical Technicians, Paramedic, 1991
 Emergency Medical Technicians-1, 1991
 File Clerks, 1991
 Fleet Service Clerks, 1988
 Food Preparation Workers, 1991, 1995
 Food Service and Lodging Managers, 1990
 Foreign Clerks (Import/Export), 1993
 Furniture Finishers, 1993
 Gardeners, Groundskeepers-Except Farm, 1987, 1992, 1995
 General Office Clerks, 1991, 1995
 Glaziers, 1992
 Guards and Watch Guards, 1988, 1992, 1995
 Hairdressers, Hairstylists and Cosmetologists, 1989, 1992
 Hand Packers and Packagers, 1995
 Hazardous-Waste Management Specialists, 1994
 Heating, Air Conditioning, and Refrigeration Mechanics and Installers, 1990, 1991
 Home Appliance and Power Tool Repairers, 1992
 Home Health Care Workers, 1988, 1991
 Horticultural Workers, 1987
 Hosts, Hostesses-Restaurant, Lounge or Coffee Shop, 1991
 Hotel Desk Clerks, 1987, 1991, 1995
 Industrial Truck Operators, 1987
 Instructional Aides, 1993

Insulation Workers, 1992
 Insurance Claims Clerks, 1989, 1992
 Janitors and Cleaners-Except Maids and Housekeeping Cleaners, 1988, 1992, 1995
 Kitchen Helpers, 1987
 Laundry and Dry Cleaning Machine Operators and Tenders-Except Pressing, 1989
 Licensed Vocational Nurses, 1988, 1990, 1993
 Loan and Credit Clerks, 1993
 Loan Officers and Counselors, 1993
 Loan Processors, 1988
 Locksmiths and Safe Repairers, 1992
 Maids and Housekeeping Cleaners, 1987, 1991
 Maintenance Repairers-General Utility, 1992, 1995
 Manicurists, 1992
 Mechanical Engineering Technicians and Technologists, 1991
 Medical and Clinical Laboratory Assistants, 1989
 Medical Assistants, 1987, 1991
 Medical Records Technicians, 1990, 1993
 Medical Transcriptionists, 1988, 1991
 Microcomputer Specialists, 1989
 Motorcycle Repairers, 1991
 Numerical Control Machine Tool Operators and Tenders, 1989
 Nurse Aides, 1989, 1994
 Nursery Workers, 1993
 Occupational Therapists, 1992
 Office Machine and Cash Register Servicers, 1988, 1992, 1995
 Operating Engineers, 1992
 Ophthalmic Lab and Frame Technicians, 1993
 Optician-Dispensing and Measuring, 1989
 Optometric Assistants, 1991
 Order Clerks, 1987
 Order Fillers, 1987
 Packagers, Hand, 1988
 Painters, Paperhangers-Construction and Maintenance, 1990
 Paralegal Personnel, 1993
 Paralegals, 1988
 Payroll and Timekeeping Clerks, 1990
 Personnel Clerks-Except Payroll and Timekeeping, 1990
 Personnel, Training, and Labor Relations Managers, 1994
 Pest Controllers and Assistants, 1992
 Pharmacy Technicians, 1989, 1992, 1994
 Phlebotomists, 1987, 1991
 Physical Therapist Assistants, 1990, 1993

Physical Therapy Aides, 1990, 1993
 Physicians' Assistants, 1992
 Plasterers and Stucco Masons, 1995
 Plumbers, 1987
 Printing Press Machine Operators and Tenders, 1989
 Production, Planning, and Expediting Clerks, 1991
 Property and Real Estate Managers and Administrators, 1989
 Purchasing Agents-Except Wholesale, Retail and Farm Products, 1994
 Radiologic Technologists-Diagnostic, 1990, 1992
 Radiologic Technologists-Therapeutic, 1992
 Real Estate Clerks, 1989
 Receptionists and Information Clerks, 1990, 1995
 Registered Nurses, 1991
 Reservation and Transportation Ticket Agents, 1988, 1991
 Respiratory Care Practitioners, 1992, 1994
 Respiratory Therapists, 1988
 Restaurant Cooks, 1988
 Roofers, 1993
 Sales Agents and Placers-Insurance, 1993
 Sales Agents-Real Estate, 1990
 Sales Agents-Securities, Commodities and Financial Services, 1993
 Sales Persons-Parts, 1991
 Sales Persons-Retail (Except Vehicle Sales), 1991
 Sales Representatives, Ex Scientific and Related Products and Services/Retail, 1990
 Sales Representatives, Scientific/Related Products/Services-Except Retail, 1989
 Sales Route Drivers, 1988
 Secretaries, General, 1988, 1994
 Secretaries, Legal, 1989, 1993
 Secretaries, Medical, 1991
 Service Station Attendants, 1991
 Service Writers, Automotive, 1991
 Shipping and Receiving Stock Clerks, 1988
 Shuttle Bus Drivers, 1987
 Small Engine Specialists, 1994
 Stationary Engineers, 1992
 Stock Clerks-Stockroom, Warehouse, Storage Yard, 1991
 Surgical Technicians, 1991
 Surveying and Mapping Technicians and Technologists, 1990
 Switchboard Operators, 1991
 Systems Analysts-Electronic Data Processing, 1991
 Tapers, 1995
 Tax Interviewers/Preparers, 1994

Teachers - Elementary School, 1995
Teacher Aides-Paraprofessional, 1989
Technical Writers, 1994
Telephone and CableT.V. Line Installers and Repairers, 1991, 1994
Tellers, 1988, 1992
Tire Repairers and Changers, 1991
Traffic Rate Clerks, 1988
Traffic, Shipping, and Receiving Clerks, 1994
Transportation Agents, 1987, 1994
Travel Agents, 1989, 1992
Truck Drivers, Light-Including Delivery and Route Workers, 1992, 1995
Truck Drivers-Heavy or Tractor Trailer, 1990, 1994
Tune-Up Mechanics, 1988
Typists, Including Word Processing, 1991, 1994
Underwriters, 1992
Vehicle Washers and Equipment Cleaners, 1992
Vocational and Educational Counselors, 1994
Waiters and Waitresses, 1991
Ward Clerks, 1988, 1992
Welders and Cutters, 1992
Welfare Eligibility Workers and Interviewers, 1993
Wholesale and Retail Buyers-Except Farm Products, 1991
Word Processors, 1987